



DEPARTMENT OF THE NAVY  
ENGINEERING FIELD ACTIVITY MEDITERRANEAN  
PSC 817 BOX 51  
FPO AE 09622-0051

ENGFLDACTMEDINST 5000.1A  
RM  
10 DEC 01

ENGFLDACT MED INSTRUCTION 5000.1A

Subj: ADMINISTRATIVE PROCEDURES MANUAL

1. Purpose. To publish administrative processes and procedures for conducting the daily business of ENGFLDACT MED Headquarters and its field offices.
2. Cancellation. ENGFLDACTMEDINST 5000.1
3. This instruction has been completely revised to reflect new Headquarters organization codes. Individual paragraph markings for additions, deletions, and revisions have not been included.
4. Discussion. This instruction details standard administrative operating procedures within the command and will be followed by all personnel attached to or serving with ENGFLDACT MED. Nothing in this manual is intended to contravene or supersede any provision of directives issued by higher authority. Conflicts noted should be brought to the attention of the Resource Management Officer, RM.
5. Action. Department Heads, Product Line Coordinators (including all Integrated Product Team Leaders), Special Assistants, and field offices are responsible for ensuring compliance with the provisions of this manual. All personnel shall become familiar with the contents of this manual upon reporting on board and use it as a reference for completing administrative processes.
6. Change Recommendations. Processes change and newer ones are frequently added to the way we conduct business. Accordingly, recommendations for changes or new additions to this manual should be submitted to the Resource Management Officer, RM, via the Chain of Command.

  
D.Y. VAN HUTTEN

ENGFLDACTMEDINST 5000.1A

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Distribution:

Article 5215 of this directive.

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RECORD OF CHANGES			
Correction or Change No.	Date of Change	Date Entered	By Whom Entered

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**1000 OFFICER FITNESS REPORTS AND MILITARY PERSONAL AWARD  
RECOMMENDATION SUBMISSION**

LEAD PROCESS OWNER: CODE 09

Ref: (a) SECNAVINST 1650.1F ( <http://neds.nebt.daps.mil/> )  
(b) BUPERSINST 1610.10  
( <http://www.efdpac.navfac.navy.mil/divisions/contingency/fitrep.html> )

1. **Purpose.** To publish military officer fitness report and personal award recommendation submission procedures for field offices per references (a) and (b).

**2. Action**

a. Officer Fitness Reports. Engineering Field Activity, Mediterranean field offices are to submit fitness report inputs to Headquarters (Code 09) 30 days prior to the report end date (periodic and detaching reports). Inputs should be prepared using the NavFit98 program and forwarded electronically. As a reminder, when drafting Block 41 inputs, substantiate your comments with numbers and details when at all possible. For example, people outside the command (i.e., selection boards) may not necessarily be familiar with the scope or complexity of a "commissary project", but will notice someone who "delivered a \$50M, 750,000 SF commissary on-time, under budget, and with no lost time, accidents or mishaps." Take time to draft and review these inputs before they are forwarded and pay attention to each and every block on the report. Following are input dates for periodic reports:

RANK	ENGFLDACT MED DUE DATES	REPORT END DATE
CDR	31 July	31 August
LCDR	30 September	31 October
LT	31 December	31 January
LTJG	31 January	28 February
ENS	30 April	31 May

b. Military Award Recommendations. All End of Tour personal award recommendations will be forwarded by Engineering Field Activity, Mediterranean field offices to be received by Code 09, 120 days prior to the planned detachment date. Our policy is to present end of tour awards prior to the officer's departure. Specific act Navy Achievement medals under the Commanding Officer's signature authority require a citation only and should be submitted to Code 09 within 7 days of completion of the act.

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c. Our officers deserve meaningful, well thought-out fitness reports and award recommendations. The time frames indicated above are necessary to ensure this happens. Proper planning by originators is imperative. Personal communications with the Executive Officer (XO) is mandatory if the above time frames cannot be met.

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**1550 AUDITORIUM AND CONFERENCE ROOM SCHEDULING (HEADQUARTERS)**

LEAD PROCESS OWNER: RM1

1. **Purpose.** To publish procedures for scheduling the use of command conference rooms, building auditorium, and executive conference room.

2. **Discussion.** RM1 is responsible for scheduling the building auditorium and executive conference room (basement).

3. **Action**

a. Department Heads, Product Line Coordinators, and Special Assistants shall schedule the building auditorium and executive conference room (basement) through an e-mail to RM1. The exact date and time as well as the potential number of attendees must be specified. Changes and/or cancellations are requested.

b. Department Heads, Product Line Coordinators, and Special Assistants shall schedule the command conference rooms A, B, and C through the electronic calendars available in Outlook. Code 09 is the coordinator for the command conference rooms and will accept and/or decline the request based on availability and/or priority.

c. To schedule a command conference room through Outlook:

(1) Open your calendar in Outlook.

(2) Click on "actions" and then "new meeting request".

(3) Fill in the "start" and "end date" and "time" you would like to schedule the conference room for.

(4) Click on the down arrow by "show time as" and mark it as **busy**, by doing so you will prevent others from scheduling the same room for the same date/time.

(5) Click on "to" and scroll down to the "EFA Med Conference Room" you would like to schedule.

(6) Highlight the conference room (A, B, or C) by clicking it once and post it under "resources".

(7) Click on "O.K." to complete the operation.

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(8) To check the availability of the room before the request is completed, click on "attendee availability." If there are no conflicts, click on "send" and notification of your reservation will be sent to the coordinator who will accept it. If a conflict is shown on your display, you can scroll through it to find an available time on that date or you would need to change the conference room selected and/or date. If the conflict is ignored and/or your reservation not marked "show time as" busy, you may incur a situation where the computer will accept more than one reservation. If the coordinator happens to catch the double reservation, one of the two will be declined. It is very important that all of the above steps are followed correctly in order to prevent last minute inconveniences.

(9) Once you have made your request, you will receive an acceptance or decline message from the system.

**4. User Responsibilities.** Users of conference rooms and the auditorium will comply with the following guidelines. Failure to do so may result in disapproval of future requests.

a. Ensure lights are turned off when the room is not occupied.

b. Furniture may be rearranged at the user's discretion, however, all furniture must be returned to its original configuration when the users are done.

c. At no time will furniture be removed from any room.

d. Ensure that all trash (soda cans, books, papers, etc.) are removed.



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**1754 SPONSOR PROGRAM**

LEAD PROCESS OWNER: RM1

Subj: ENGINEERING FIELD ACTIVITY, MEDITERRANEAN SPONSOR PROGRAM

Encl: (1) Personal Background Information Sheet  
(2) Sponsor Letter  
(3) Sponsor Assignment Memorandum  
(4) Check In/Out Sheet (ENGFLDACTMED 1754/1)  
(5) Sponsor Checklists  
(6) New Employee Orientation Schedule  
(7) Sponsorship Fuel Memorandum

1. **Purpose.** To assign responsibilities and establish procedures to assist new personnel in making a smooth transition to living and working overseas.

2. **Background.** The Navy Sponsor Program was established in 1970 by the Chief of Naval Operations (CNO) to facilitate the relocation of Naval personnel and their families when transferred on permanent change of station orders. CNO policy requires all Naval activities to establish and maintain effective sponsor programs designed to facilitate the reception and settling in of new members and their families. A dynamic Command Sponsor Program conveys to each member his or her importance to the command and the Navy. It is this Command's policy to apply the sponsorship program to all new associates, military, civilian and local nationals.

3. **Scope.** This applies to Headquarters and all field offices of Engineering Field Activity, Mediterranean. While the enclosures are tailored to the Naples area, they may be modified to meet requirements at other locations.

**4. Action**

a. The Executive Officer/ROICC shall assign sponsors for all new military personnel.

b. The Command Sponsorship Coordinator, RM, shall:

(1) Implement and maintain an effective sponsor program.

(2) Ensure that sponsors are assigned for all incoming personnel.

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(3) Review the experiences of sponsors and new associates to obtain feedback and continually improve the program.

c. The Administrative Officer (RM1) shall:

(1) Complete the upper half of enclosure (1) for the new associate within 5 days of receipt of orders or assignment information. (Headquarters personnel only.)

(2) Prepare a command letter (enclosure (2)) to be mailed within 10 days of receipt of orders or confirmation of selection and provide a copy of the same to the designated sponsor. (For all personnel.)

(3) Prepare enclosure (3) when notified of the sponsor's name. (Headquarters personnel only.)

(4) When the new person arrives, give the employee enclosure (4) for completion. (Headquarters personnel only.)

d. Product Line Coordinators and Department Heads shall:

(1) Using the information contained on enclosure (1), recruit and assign a sponsor (not the new employee's supervisor or the person being relieved) promptly upon request.

(2) Oversee the activities of the assigned sponsor.

(3) Allow the sponsor and new associate sufficient time to comply with the provisions of this instruction.

(4) Complete all items on the lower part of the Check In Sheet (enclosure (4)). (Headquarters personnel only.)

e. Sponsors shall:

(1) Be familiar with the Command and its mission.

(2) Complete all applicable items listed on the checklists (enclosure (5)).

(3) Ensure new employee receives a copy of enclosure (6) upon arrival.

(4) Request extra gas coupons be issued (if applicable) from the Administrative Officer, RM1, enclosure (7).

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f. All employees/military members shall:

(1) Assist wherever possible to make new command members and their families feel welcome.

(2) Provide input from personal experience to the Command Sponsorship Coordinator to assist in updating and improving the sponsor program and enclosures (1) through (5).

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**PERSONAL BACKGROUND INFORMATION**

Name: \_\_\_\_\_

Rate/Rank/Grade: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home phone: \_\_\_\_\_ Duty phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Name of spouse: \_\_\_\_\_

Children (list names and ages): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bringing pets? (list type and weight): \_\_\_\_\_

\_\_\_\_\_

Shipping a POV? \_\_\_\_\_ From: \_\_\_\_\_ When: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Special conditions concerning family members: \_\_\_\_\_

\_\_\_\_\_

Hobbies/Interests: \_\_\_\_\_

\_\_\_\_\_

Special requests: \_\_\_\_\_

\_\_\_\_\_

Detachment Date: \_\_\_\_\_

\_\_\_\_\_

Taking leave? (list dates): \_\_\_\_\_

\_\_\_\_\_

Leave address: \_\_\_\_\_

\_\_\_\_\_

Leave Phone: \_\_\_\_\_

\_\_\_\_\_

Sponsor Assigned: \_\_\_\_\_

Enclosure (1)

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**SAMPLE SPONSOR LETTER****LETTERHEAD**

1754

RM/

Mr. William Kornafel  
116 Eagle Drive  
Rockledge Fl 35602

Dear William,

BENVENUTO a Engineering Field Activity, Mediterranean! We are delighted that you have accepted orders to our Command and are anxiously looking forward to your arrival.

EFA MED Headquarters, made up of 6 officers and 65 U.S. and Italian civilians, supports 10 field offices located throughout Europe and North Africa. Our AOR stretches from the United Kingdom to Bahrain, and the workload is as varied and exciting as the countries in which we operate. I am sure you will find this tour to be especially interesting and challenging.

Living in Italy will be a unique experience with much to see and do. Italy is rich in culture and history, and you will find that every little village and city has some historical significance that adds greatly to the enjoyment of exploring the country.

You will soon receive a Welcome Aboard packet which contains very useful information designed to help you and your family plan your move and provide you with a good idea of what you will find once you arrive. If you have any questions, either on the material provided or otherwise, please do not hesitate to write or call your sponsor, Mr. Walter Bush, at DSN: 626-4720 or Commercial: 011-39-081-568-4720, extension 355. His e-mail address is "[bushwf@efamed.navy.mil](mailto:bushwf@efamed.navy.mil)."

We strongly recommend you hand carry your personal/medical records to preclude any delay in taking care of financial matters, etc. Ensure that you obtain Visas through your Personnel Support Detachment for your dependents. Italy requires Visas in order to obtain Sojourner Permits to live and work here during your tour.

Enclosure (2)

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Walter will arrange temporary hotel accommodations for you, and Jeff will continue to be in contact with you to assist in making your move as smooth as possible, and help you adjust to working and living in Italy.

Again, Welcome to EFA Med!

Sincerely,

James W. Skipper  
Captain, Civil Engineer Corps  
United States Navy

Enclosure (2)

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1754  
Ser CI5/

LT Edward S. McGinley  
Defense Language Institute  
Naval Security Group Detachment  
Monterey CA 93944

Dear Skip,

BENVENUTO a Engineering Field Activity, Mediterranean! We are delighted that you have accepted orders to our ROICC office in Rota, Spain and are anxiously looking forward to your arrival.

EFA MED supports 10 field offices located throughout Europe and North Africa. Our AOR stretches from the United Kingdom to Bahrain, and the workload is as varied and exciting as the countries in which we operate. Our Rota office has 2 officers and 18 civilians under EFA MED, as well as 6 military and 6 civilians among the Public Works personnel. I am sure you will find your tour in Rota to be especially interesting and challenging.

Living in Rota will be a unique experience with much to see and do. Spain is rich in culture and history, and you will find that every little village and city has some historical significance that adds greatly to the enjoyment of exploring the country.

You will soon receive a Welcome Aboard packet which contains very useful information designed to help you plan your move and provide you with a good idea of what you will find once you arrive. If you have any questions, either on the material provided or otherwise, please do not hesitate to write or call your sponsor, LTJG Dan Brubaker, at 011-34-956-82-1016, DSN 727-1016 or, alternatively, 011-34-956-82-2100, DSN 727-2100. His e-mail address is "[brubakerj@navsta.rota.navy.mil](mailto:brubakerj@navsta.rota.navy.mil)."

We strongly recommend you hand carry your service and medical records to preclude any delay in taking care of financial matters, etc.

Dan will arrange temporary accommodations for you and continue to be in contact with you to assist in making your move as smooth as possible, and help you adjust to working and living in Spain.

Again, welcome to EFA MED!

Sincerely,

J. W. SKIPPER  
CAPT, CEC, USN  
Commanding Officer

Copy to: LTJG Brubaker

Enclosure (2)

10 DEC 01

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**SPONSOR ASSIGNMENT MEMORANDUM**

1754

date

MEMORANDUM

From: Executive Officer

To: (inserts sponsor's name)

Subj: SPONSOR ASSIGNMENT

1. You are hereby assigned as sponsor for (insert new employee's name).
2. You are assuming a very important responsibility, one that should not be taken lightly. You will be our representative with (insert new employee's name) and his/her family. Their first impression of ENGFLDACT MED and life overseas in (Naples, Aviano, Rota, etc.) will be based on your performance as sponsor.
3. Take the time now to attend sponsor training and become familiar with what is expected of you. The sponsor instruction is a good start, but the individual interaction is up to you. Communicate often, share your experiences, and render all requested assistance.
4. You have my assurance that the command supports and appreciates this effort. Let your chain of command know of any problems or difficulties you are experiencing so that we can assist you.

---

XO's Signature Block

Enclosure (3)



## Department:

PLC Assigned:	Product Line Coordinator/Dept:
Name:	Grade: Rotation Date:
Date In Country:	Sponsor:

[illegible]

(In addition to those items listed in sponsor instruction)

*OUT*

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Time: \_\_\_\_\_

☐ Area Orientation  
Dates: From: \_\_\_\_\_

Dates: From:\_\_\_\_\_

**To:** \_\_\_\_\_

X X

ADMIN		
ITEM	INITIAL/DATE	
	IN	OUT
Travel Credit Card (RM1)		
Civilian AWS and Payroll (RM1)		
Plant/Minor Property (RM2)		
Personnel File/Record (RM1)		
Human Resources Office		
Security Clearance (U.S. Only) (RM)		
Security Threat Brief (Part of Area Orientation-YES/NO?)		
Safety Orientation (CI5)		
Mail Room (RM1)		

Department Head	
ITEM	SIGNATURE/DATE
Discuss AWS/Hours of Work	
<b>Standard Form 450</b> (Financial Disclosure Statement. This will be determined by the D.H.)	
<b>Security Clearance Level Required for Job:</b>	

(Please return sheet to RM1 after completion.) ENGFLDACT MED 5000/1 (NEW NOV 99)

Enclosure (4)

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**ENGFLDACT MED USER AGREEMENT**

As a user of any ENGFLDACT MED information system, I acknowledge my responsibility to conform to the following minimum requirements and conditions.

1. I understand that failure to sign this agreement will result in denial of access to any ENGFLDACT MED information system.

2. I understand that I am responsible for all actions taken under my account. I will NOT attempt to "hack" the network or any connected automated information system or network or attempt to gain access to data for which I am not specifically authorized. I will not play or install any games on any ENGFLDACT MED information systems, including command-owned laptops.

3. I understand my responsibility to report any/all information system or network problems/incidents to the Information Systems Security Manager (ISSM), RM2. I will NOT install/modify/remove any hardware or software without the permission of the ISSM.

4. I acknowledge my responsibility to NOT to introduce any software or hardware not acquired by ENGFLDACT MED without written permission of the ISSM.

5. I understand my responsibility to use any ENGFLDACT MED information system/network only for official Government business. (This includes ENGFLDACT MED owned laptops).

6. I acknowledge my responsibility to conform to the requirements stated above could constitute a security violation resulting in denial of access to any ENGFLDACT MED information system/network.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**SPONSOR CHECKLIST****PRE-ARRIVAL**

Contact new employee. Recommend shipping a POV as soon as possible. Explain the difficulty in transportation and the advantages to buying a second car when you first arrive.

Attend sponsor training through Family Service Center.  
Obtain Welcome Aboard materials.

Send Welcome Aboard package (should include Benvenuti a Napoli, CONUS pre-departure checklist, area map, command organization chart, copies of the Panorama, etc.).

Make hotel reservation. (Military members must stay at the Costa Bleu Navy Lodge in Pinetamare. Recommend that civilians stay at the Holiday Inn, Pinetamare or American Hotel, Agnano). A request not to stay at the TLA Hotel may be submitted to ENGFLDACT MED Admin Officer with rational why staying at the a government facility is not feasible. The request will then be forwarded to NSA for approval/disapproval.

Make kennel reservations if travelling with pets.

Schedule Area Orientation Brief (**dates:** \_\_\_\_\_) and Inter-Cultural Relations (ICR) class (**dates:** \_\_\_\_\_). Make reservations for childcare if needed. Developmental childcare is provided for children age 6 weeks through 5 years by MWR free of charge for parents in these classes. A copy of the child's immunization record, passport and birth certificate must be presented prior to acceptance. Additionally, during the summer months, MWR offers Camp Adventure (for children in 1<sup>st</sup> -6<sup>th</sup> grade), a day camp open from 6 a.m. until 6:30 p.m. at Carney Park. Children may enroll for the entire summer or individual weeks as directed.

Arrange for transportation from arrival point to hotel. Ensure that you know their transportation needs (i.e. how much baggage, pets, children) so you can arrange for the proper size vehicle. *Van rental is available through Public Works.*

Draft an advanced schedule (similar to enclosure (6)) that includes Area Orientation, ICR, command indoctrination, house hunting appointments, etc. Review schedule with your supervisor and new employee's supervisor. Forward to new employee.

Enclosure (5)

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Arrange for dinner the night of arrival (either at your home or a restaurant).

If needed, get a command letter (enclosure (7)) authorizing additional gas coupons during the sponsorship process (for tasks such as taking the new arrival to and from temporary lodging, commissary, house hunting and work). Apply to MVRO for additional gasoline authorization. An additional allowance of 100 liters per month for up to 2 months may be purchased.

Enclosure (5)

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**SPONSOR CHECKLIST****JUST PRIOR TO ARRIVAL**

1. Confirm arrival date, time, and place.
2. Confirm hotel reservation.
3. Confirm transportation to hotel.
4. Provide limited groceries to be placed in the hotel room. Suggested items include:

Milk	Coffee/Tea Bags
Snack Bars	Peanut Butter
Crackers/Chips	Jam/Jelly
Bread	Fruit
Cheese	Margarine/Butter
Lunch Meats	Bottled Water (at least
Baby Food (if necessary)	a six-pack)

Enclosure (5)

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## **SPONSOR CHECKLIST**

### **ARRIVAL**

Meet new employee at the arrival point (Capodichino, Rome, or USAir bus in front of the American Hotel) with adequate transportation to the hotel.

### **Civilian**

Bring new employee to Human Resources Office (HRO) to check in. HRO will provide a document confirming employment in Naples.

Within 8 days of arrival, all non-Italian citizens (except active duty members) must apply for a Sojourner's Permit (normally taken care of during Area Orientation). If not already completed during orientation, bring new employee to Naval Legal Service Office at Capodichino (first floor of Admin II building) to apply for Sojourner's Permit(s). Pictures can be obtained at NEX photolab.

Bring new employee to Personnel Support Detachment (PSD) to obtain ID card.

### **Military**

If member arrives via Air Mobility Command (AMC) charter at Capodichino, Personnel Support Detachment, Naples will collect the active duty Navy member's service record. They will also verify the record of emergency data (service record page 2) with the member. The individual will retain health and dental records, including those for dependents. Further, PSD check-in procedures and completion of travel claims will take place during Area Orientation. If not, PSD will collect all records at Area Orientation.

Transport new employee and family to hotel. Ensure that they check in without any problems.

Explain transportation options. Provide bus and shuttle schedules.

Take them to dinner. (If they prefer to sleep, do not force the issue).

Enclosure (5)

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**SPONSOR CHECKLIST****POST-ARRIVAL**

Bring the new employee to the Command to check in.

First Wednesday after arrival, new employee is required to attend the Area Orientation. Either provide transportation or explain the schedule for the bus from the TLA. Ensure the new employee brings the following information:

1. Medical and dental records (including all family members)
2. Current driver's license for all drivers age 18 and older
3. Shot records for all school age children
4. Command/department phone number and mailing address
5. Passports
6. Copies of orders

Take new employee to the following locations at NSA Agnano:

1. Housing Welcome Office: initial interview and sign up for tours.
2. Personal Property Office: check in regarding express and normal household goods shipments.
3. Navy Exchange, Commissary, Navy Federal Credit Union (NFCU), Country Store, Library, Personal Owned Vehicle (POV) Lot and other services: general orientation.

Assist as needed with Department of Defense Dependents Schools (DoDDS) registration process for members with school age children.

Assist as needed with the house hunting process. Provide list of realtors.

Tour the area, both for general orientation and to provide housing overview. Suggested areas include representative parques, Carney Park, AFSouth, etc.

Enclosure (5)

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**NEW EMPLOYEE SCHEDULE/ORIENTATION**

<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
AM-Arrive	PSD Check-In	Area Orientation	Area Orientation	Area Orientation
AM-Command Check In (Dept Head, Desk, etc.)	Inter-Cultural Relations (ICR)	Inter-Cultural Relations (ICR)	Inter-Cultural Relations (ICR)	Inter-Cultural Relations (ICR)
Command Check In (CO/XO)	Housing Tours	Housing Tours	Housing Tours	Housing Tours
Turnover/ Admin Items	Turnover/ Admin Items	Turnover/ Admin Items	Turnover/ Admin Items	Turnover/ Admin Items
Housing Tours (As Needed)	Housing Tours (As Needed)	Housing Tours (As Needed)	Housing Tours (As Needed)	Housing Tours (As Needed)
Turnover/ Admin Items (As Needed)	Turnover/ Admin Items (As Needed)	Turnover/ Admin Items (As Needed)	Turnover/ Admin Items (As Needed)	Turnover/ Admin Items (As Needed)

Enclosure (6)



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**SPONSORSHIP FUEL MEMORANDUM**

4026

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Date

## MEMORANDUM

From: Commanding Officer Engineering Field Activity,  
Mediterranean

To: Director, Motor Vehicle Registration Office

Subj: SPONSORSHIP FUEL

1. (Sponsor's Name, SSN, Rank or Series/Grade), is assigned as the sponsor for (New employee's name, SSN, Rank or Series/Grade) who will arrive on (date).

2. It is requested that additional gas coupons be authorized for (month(s), year).

(Administrative Officer)

By direction

Enclosure (7)



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**4200 GOVERNMENT COMMERCIAL PURCHASE CARD PROGRAM**

LEAD PROCESS OWNER: AQ

Ref: (a) NAVSUPINST 4200.85C <http://www.navsup.navy.mil>**1. Purpose**

a. The Department of the Navy (DON) has issued a task order (#0003) under the General Services Administration (GSA) SMARTPAY contract (#GS-23F-980060) to obtain purchase card certificates from CITIBANK. The contract provides, at the request of Federal ordering agencies, Government-wide commercial purchase cards and associated services for civilian and military Government employees to make purchases for official Government use. This article provides guidance on the appropriate use of the program by ENGFLDACT MED personnel.

b. Command policy is to use the Government-wide Commercial Purchase Card (GCPC) for purchases not exceeding \$2,500. As a payment vehicle for contracts (up to \$100 thousand), or other authorized agreements, use of the purchase card may exceed \$2,500. ENGFLDACT MED shall manage the Government-wide Commercial Purchase Card Program to ensure that all transactions comply with the GSA contract guide, reference (a), this article, and other applicable internal Navy regulations.

**2. Applicability.** The GCPC may be used to purchase supplies, services, and construction per Part 13 of the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation System (DFARS), Naval Acquisition Procedures System (NAPS), GSA Contract Guide, Reference 9a, Head of Contracting Agency (HCA) instructions, and local operating procedures. The card may also be used to order directly from required sources (i.e. National Industry of Severe Handicap (NISH) and National Industry of the Blind (NIB)). Without exception, the GCPC may only be used for authorized U.S. Government purchases.

**3. Background.** CITIBANK, is the contractor who maintains all GCPC accounts, issues cards to Cardholders, sends monthly statements to Cardholders and Billing Officials and provides various reports to Activity Program Coordinators.

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#### 4. Policy

a. Activity Program Coordinator (APC). The Command APC contact is:

- (1) Contract Specialist  
Engineering Field Activity, Mediterranean (AQ)  
PSC 817, Box 51  
FPO AE 09622-0051

(2) The APC is the liaison between this Command, CITIBANK, and the GSA Contracting Officer. They oversee the GCPC program, establish guidelines and submit changes to dollar limitations or authorized merchant codes to CITIBANK. The APC also coordinates applications, issuance and destruction of cards, establishment of reports, and administrative training.

b. Designated Financial Office Contact. The financial point of contact is:

- (1) Budget Analyst  
Engineering Field Activity, Mediterranean (RM3)  
PSC 817 Box 51  
FPO AE 09622-0051

(2) The Financial/Comptroller point of contact coordinates posting of transactions in the Facilities Information System (FIS).

(3) Assists the APC for the establishment of the field office local programs.

(4) Supports field office Card Holders (CH's) and Approving Officials (AO's) providing training and guidelines for establishment of their obligation of funds in FIS.

c. Approving Official (AO). The designated AO point of contact is:

- (1) Budget Analyst  
Engineering Field Activity, Mediterranean (RM3)  
PSC 817, Box 51  
FPO AE 09622-0051

The AO is responsible for reviewing and verifying the monthly purchase card statements of the ENGFLDACT MED cardholders. The AO must verify that all purchases were necessary and for official government purposes in accordance

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with the applicable directives. The AO is also the certifying officer for ENGFLDACT MED cardholders and in that capacity certifies the monthly billing statement and forwards them to:

U.S. Naval Support Activity  
Commercial Bill Paying Office  
Attn: Code CR3  
PSC 810 Box 58  
FPO AE 09622-0051

d. Disputes Office Contact. The Disputes Office contact is:

(1) Contract Specialist  
Engineering Field Activity, Mediterranean (AQ)  
PSC 817 Box 51  
FPO AE 09622-0051

(2) This individual is the ultimate POC to formally coordinate, process and monitor all disputed purchases, credits or billing errors as established in reference (a) and NAVSUPP Policy Letter 21C1/0002 PC00-01 dated 7 Oct 99.

(3) **Note** that field offices are required to designate a local disputes contact.

e. Cardholder. The Cardholder is the individual to whom a card is issued. The card bears this individual's name and shall only be used by this individual to pay for authorized U.S. Government purchases. Prior to making purchases, the Cardholder must receive a delegation of authority from:

(1) Chief of Contracts Office (AQ)  
Engineering Field Activity, Mediterranean  
PSC 817 Box 51  
FPO AE 09622-0051

(2) This delegation of authority will specify the single purchase limit, the billing cycle purchase limit and the transaction types authorized.

f. Training. Prior to issuance of a purchase card, all Prospective Cardholders and cognizant Billing Officials must complete the Department of the Navy Purchase Card Interactive CD ROM training or attend an alternative APC approved equivalent course. The APC shall provide Cardholders and Billings Officials with information and basic orientation on how to use this card per agency policy. Refresher training is required at least every three years for Cardholders and others involved in

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the process to ensure compliance and understanding of contracting authority and local operating procedures.

(1) Upon completion of training, the APC, Prospective Cardholders, Billing Officials, and others involved in the purchase card process must provide the following certification:

(a) I, print name of purchase card participant, hereby certify that I have successfully completed (circle one): (1) the Department of the Navy Purchase Card Training Interactive CDROM or (2) other approved equivalent course (certificates attached). Additionally, I have reviewed and understand ENGFLTACTMEDINST 5000.1A, Article 4200.

Signature \_\_\_\_\_

Date \_\_\_\_\_

g. Dollar Limits Associated with the Card. Use of the purchase card by cardholders is subject to a single purchase limit, a monthly cardholder limit, and a monthly office limit. The purpose of these dollar limits is as follows:

(1) Single Purchase Limit. The statutory single purchase limit, \$2,500, is a limitation on the procurement authority delegated to the cardholder by the Chief of Contracts (N2). This dollar limit cannot be exceeded unless a revised delegation of authority is issued by N2 raising the limit. Single purchase limits may be assigned to cardholders in \$50 increments.

(2) Billing Cycle Purchase Limit. The billing cycle cardholder limit is a budgetary limit assigned to each cardholder. The total dollar value of purchases when using the card for any billing cycle shall not exceed the billing cycle purchase limit set for the cardholder.

(3) Billing Cycle Office Limit. The monthly office limit is a budgetary limit established for each Billing Official. The limit shall not exceed the sum of the Billing Official's cardholders' monthly purchase limits and should reflect spending history as well as budgetary trends.

(4) Use of the purchase card for contract payment purposes is encouraged. Use of the purchase card may only exceed the \$2,500 single purchase limit if used as a payment method under a contract and should be coordinated with the APC. Payments using the purchase card may not exceed \$100,000.

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h. Vendor Authorization. When issuing this card to an employee, authorization codes shall be established by the APC and shall be incorporated in the card. Under normal circumstances, merchants are required to obtain authorization from CITIBANK for purchases over \$50,000. However, many merchants now use electronic authorization methods allowing them to obtain authorization for all purchases, regardless of amount. When authorization is sought for a purchase by the merchant, the CITIBANK authorization system will check each individual cardholder's Single Purchase Limit, the Billing Cycle Purchase Limit, the Billing Official's Office Limit, transaction method, and the type of merchant where the cardholder is making a purchase before authorization for that transaction will be granted.

i. Card Security. It is the cardholder's responsibility to safeguard the purchase card and account number at all times. The cardholder must not allow anyone to use his or her card or account number. A violation of this trust shall require that the card be withdrawn from the cardholder with possibility of subsequent disciplinary action.

j. Standards of Conduct. Because our employees hold a public trust and their conduct must meet the highest ethical standards, all agency employees shall use this card only to purchase items and services within the guidelines of this program. The Government may punish wrongdoers by fine, imprisonment, or both, and making false statements on purchase card records may be cause for removing the employee from Federal Service. Billing Officials hold monetary liability for payment of invoices.

k. Unauthorized Use of a Card. ENGFLDACT MED shall not be liable for any unauthorized use of the GCPC.

(1) "Unauthorized use" means the use of a purchase card by any person other than the cardholder whose name appears on the purchase card. "Unauthorized use" also means use of a purchase card by a contracting officer who exceeds his/her delegation of authority. (See footnote 22, Section 226.12, Title 12 Code of Federal Regulations.)

(2) A cardholder that makes unauthorized purchases or negligently uses the card may be liable to the Command for the total dollar amount of unauthorized purchases made in connection with the misuse or negligence and may also be subject to disciplinary action for the unauthorized or negligent use.

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1. Other Authorized Uses. Except as discussed below, the purchase card may be used for ALL micro-purchases that do not require a written purchase order.

(1) The requirement for a written purchase order would include foreign military sales, rental and lease of vehicles, classified requirements, or any purchase which may require specified terms and conditions. If the GCPC is used to pay for a purchase made by using a purchase order, the vendor shall be provided the necessary information either in person or by telephone and the statement "payment to be made by purchase card" shall be inserted on the form. **DO NOT INCLUDE SPECIFIC INFORMATION FROM THE CARD ON THE PURCHASE ORDER.**

m. Restrictions On The Use Of The Purchase Card. The card shall not be used for the following:

(1) Cash Advances

(2) Rental or lease of land or buildings

(3) Telecommunications (telephone) services (i.e.; major systems such as FTS 2000, DSN, or Base telephone systems). This restriction does not include short-term services (i.e.; rental of beepers, telephone relocations, etc).

(4) Gasoline or oil for DON-owned aircraft, vessels, and vehicles unless the requirement falls within the following criteria: CONUS/Alaska locations - less than 10,000 gallons required annually and overseas/Hawaii - less than 20,000 gallons required annually.

(5) Repair of GSA leased vehicles

(6) Expenses associated with official travel including transportation, lodging, meals. (This prohibition does not include requirements such as conference room rental).

(7) Hazardous Material (HAZMAT), except commonly used hazardous materials as defined in reference (a) (chapter 6A, paragraph 4) and procured using the following procedures:

(a) The end user/cardholder must comply with established local base or activity procedures for the procurement and use of HAZMAT. Such procedures shall, at a minimum, require screening the requested material against the



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activity's authorized use list and approval by the designated HAZMAT official of a contractor-provided material safety data sheet.

(b) Obtain pre-award approval by submitting a copy of a current contractor provided MSDS along with the purchase request to the designated HAZMAT official.

(c) If the HAZMAT official approves the purchase:

(1) Change in the material approved under this purchase is not permitted; and

(2) The shipping container must be labeled per the Hazard Communication Standard (29 CFR 1910.1200 et seq.).

(8) Unpriced services, **unless** the cardholder can establish a ceiling price that will not be exceeded by the contractor. This authority is limited to services in which commercial practice sets market prices for services, and those market prices are identified in the cardholder documentation along with the ceiling price established.

## 5. Procedures

a. Micro-Purchase Procedures When Using the Card. Prior to soliciting a quotation, the Cardholder must:

(1) Have sufficient funds committed by the financial office contact to pay for the purchase. Bulk funding committed to the cardholder's account is mandated. In unusual circumstances, when bulk funding is not utilized, the Cardholder shall ensure appropriate funding is available prior to each purchase.

(2) Ensure that required sources of supply were screened and appropriate waivers are in place when those sources are not utilized. Micro-purchases procured with the Government wide commercial purchase card need only reflect evidence of screening for a statutory sources of supply (e.g.NISH/NIB) and may be documented on a cardholder log or other simplified record.

b. Pertinent information discussed between the contractor and cardholder when requesting quotes and making award may be documented on a cardholder log or other simplified record.

c. If the merchant's price is fair and reasonable, the Cardholder may proceed to purchase the supplies. This may be accomplished:

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(1) Over the Counter when the cardholder goes to the merchant's place of business to make the purchase and the supplies are immediately available; or

(2) Over the Phone where orders are placed by phone and the contractor delivers the supplies to the activity or government pick-up is authorized.

d. Whether the purchase is made over-the-counter or over the phone, the following applies:

(1) In order to protect the integrity of the process, a minimum two-way separation of function is required. If the cardholder is picking up material at a contractor's place of business, the end user or designated receiving personnel should sign for final receipt. In the event the cardholder is the end user, another designated individual must sign for receipt. If a second individual will not be available, the activity should have some process to ensure the integrity of the purchase (i.e.; obtaining Billing Official approval in advance, etc.).

(2) Merchants should be reminded not to charge sales tax, unless the location of the merchant's business is in a state or country that does not afford the U.S. Government a tax exempt status under its state, country, and/or local laws.

(3) Fees paid by merchants to obtain the requested goods/services can be added to the price of items in overseas locations.

(4) The cardholder should advise the merchant that the purchase card account may not be charged until after material is shipped.

(5) Back Ordering or delivering partial quantities should be avoided. If an item must be backordered or a partial quantity accepted, the merchant must agree to only bill for the actual quantity shipped.

(6) For ease in reconciliation, cardholders should attempt to have all material delivered or picked up within the same billing cycle.

(7) Cardholders must retain any documentation received from the vendor as this will later be used to verify the transactions shown on the cardholder statement. This document may be a charge slip, cash register receipt, packing list, etc. If a packing slip is the only documentation

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available, it is acceptable if it has a price incorporated. If for some reason the cardholder does not have documentation of the transaction, an explanation will need to be attached to the statement during the reconciliation process.

(8) A log shall be used to document or record telephone purchase card transactions. The documentation should be held until the monthly billing statement is received and then attached to the statement when it is submitted to the Billing Official.

(9) The Cardholder must record each purchase in the Excel Spreadsheet (Headquarters on the LAN, field offices on diskette). The log shall be filled with relevant data to each purchase. **Dollar value of goods or services purchased in local foreign currency must be logged at the current years Budget Rate of Exchange and never adjusted to the dollar rate used by CITIBANK later.** The annual Budget Rate of Exchange for local currency is provided by the Financial/Comptroller contact.

(10) The Financial/Comptroller contact shall access the purchase log and complete each record with data pertaining to the obligation of funds into FIS and, as soon as available, the date the payment was processed for each purchase.

e. The single purchase to be paid for using the card may be comprised of multiple items and cannot exceed the authorized single purchase limit. Purchases will be denied if the authorized single purchase limit is exceeded. Requirements shall not be broken down into multiple transactions to permit the use of the purchase card nor to stay within the single purchase limit.

## 6. Action

a. Shipment of Material. A shipping document or packing slip should be included in each package with the following information:

(1) Merchant's name and address.

(2) Annotation to forward document to the Cardholder by name and code (but no account number should appear on shipping document).

(3) Date of order.

(4) Requisition number/job order number.

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(5) Date of delivery or shipment.

(6) Itemized list of supplies furnished, including quantity.

(7) Complete "MARK FOR" address, including Unit Identification Code (UIC), FPO address and local address of the activity for which the material is being procured.

(8) Requisition number or other reference number issued by the cardholder.

b. Invoicing Procedures. CITIBANK will provide and distribute two separate monthly documents at the end of the 30-day billing cycle as described below:

(1) Cardholder Statement of Account (SOA) - All purchases, credits, and other transaction data that the cardholder has made in the monthly billing cycle.

(2) Billing Statement - The official invoice which provides summary data for each cardholder the Billing Official is responsible for.

c. Reconciliation. At the end of each monthly billing cycle, the cardholder shall reconcile the information on their statement by verifying each transaction and filling in the appropriate accounting classification in the accounting code block, if different from the master accounting line, and a description for each transaction. The cardholder must then sign the statement, attach all supporting documentation and forward to the Billing Official or designated alternate. If an item has been returned and the credit voucher received, the cardholder shall verify that the credit is reflected on the statement. If transactions and credits are not on the next monthly statement, the transaction documentation shall be retained by the cardholder until the transaction or credit appears on the statement. If the transaction or credit does not appear on the following monthly statement the cardholder or Billing Official shall notify the Disputes Office contact to resolve and reconcile the statement. The cardholder must sign the monthly statement and forward it to the Billing Official within three workdays of receipt. If the cardholder cannot review the statement at the time that it is received, the Billing Official is responsible for reviewing and certifying the cardholder's statement and shall meet with the cardholder upon his/her return to verify the cardholder's statement.

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(1) Missing Documentation. If for some reason the cardholder does not have documentation of the transaction to send with the statement, they must attach an explanation that includes a description of the item, date of transaction, merchant's name, and why there is no supporting documentation.

(2) Billing Official. The Billing Official is responsible for reviewing the cardholder's monthly statement of account and forwarding the Billing Statement to the command financial office contact, unless otherwise directed, for payment within 10 days after the end of the billing cycle. The Billing Official must date stamp the Billing Statement with the date received. If the Billing Official does not clearly identify the date of receipt on the Billing Statement, the Prompt Payment Act requires the payment office to use the statement date as the assumed date of receipt. In many cases, this will result in the payment not being made within 30 days and interest penalties will be assessed.

d. Billing Errors and Disputes

(1) Cardholders should attempt to resolve all discrepancies or billing errors with the merchant first.

(a) The cardholder will notify the APC and the AO of the disputable charges or the billing errors found. The cardholder will mark the monthly account statement indicating the item(s) in question, then he/she will date and sign the statement and forward it to the AO. It is the responsibility of the cardholder to ensure that the vendor provide within five days a written commitment to immediately start the necessary steps to credit the cardholder's account for the improper charges. If the the vendor neither provides this commitment within five days or openly refuses to provide it, the cardholder should then contact the Disputes Office Contact to start the formal dispute procedures through CITIBANK.

(b) The AO, under pay and confirm procedures, will process the invoice or payment in full. Items contained on monthly GCPC account statements that have been shipped and not received shall be processed and submitted for payment subject to subsequent verification of receipt and acceptance by the organization. If the item(s) are not received and accepted within 45 days from the date of receipt of the billing statement where first appeared, the charge should be formally disputed. Note that the purchase card is not authorized for use in situations where the merchant bills for ordered goods in advance of shipment or delivery.

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(c) Defective merchandise received should also be processed for payment subject to the ordering activity first contacting the merchant to arrange for the replacement, exchange, or return of the defective item and the charge should be disputed. Disputed procedures should also be followed if the replacement, exchange, or credit has not been received within 45 days of the billing.

(d) Unauthorized, erroneous, altered, and duplicate purchase card charges should be disputed immediately.

(e) When processing invoices under the pay and confirm procedures described above, activities are certifying that items contained on the monthly statement are (1) valid orders (i.e.; authorized items purchased with correct dollar values) for which payment should be made or (2) items which are being disputed because of conditions listed in subparagraph (3) above.

(f) For items to be formally disputed, the cardholder must complete the Cardholder Statement of Questioned Item form and submit it to CITIBANK. CITIBANK will credit the transaction until the dispute is resolved. In addition, a copy of the form must be attached to the cardholder's monthly statement and sent to the appropriate designated Billing Official.

(g) Defective Items. If items purchased with the card are found to be defective, the cardholder has the responsibility to obtain a replacement or correction of the item as soon as possible. If the merchant refuses to replace or correct the faulty item, then the purchase of the item will be formally disputed through CITIBANK. Items in dispute are handled in the same manner as billing errors.

(h) Contact With CITIBANK. CITIBANK shall be contacted by cardholders only to report a LOST OR STOLEN card. All other questions shall be directed to the contacts listed in these procedures.

(i) Lost or Stolen Cards. Telephone Notification. If the card is lost or stolen, it is important that the cardholder immediately notify CITIBANK, at one of the following phone numbers. These phones are manned 24 hours per day:

(1) Inside of CONUS call: 1-(800) 790-7206

(2) Outside of CONUS call collect: 001-(904) 954-7850

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(3) Written Notification. The cardholder must also notify their Billing Official of the lost or stolen card within one workday after discovering the card missing. The Billing Official shall submit a written report to the APC within one workday. The written report to the APC shall include:

- (a) The card number
- (b) The cardholder's complete name
- (c) The date and location of the loss
- (d) If stolen, date reported to police
- (e) Date and time CITIBANK was notified
- (f) Any purchases(s) made on the day the card was lost/stolen
- (g) Any other pertinent information

(4) Card Replacement. CITIBANK will mail a replacement card within two business days of the reported loss. A card that is subsequently found by the cardholder after being reported lost or stolen shall be cut in half and given to the Billing Official or the APC. The APC shall notify CITIBANK that the card was destroyed.

e. Separation of Cardholder. Upon separation of a cardholder, the cardholder must surrender the card to their Billing Official or APC. The APC shall notify CITIBANK to cancel the account.

f. Transfer of Cardholder to Another Billing Official. If a cardholder is transferred to another office within NAVFAC, the cardholder's account may simply be transferred to the receiving Billing Official at the end of the current billing cycle. However, the APC, Billing Official, and cardholder shall ensure that all transactions are completed and that there are no unresolved disputes before transferring the account. If a cardholder moves to a different Billing Official outside NAVFAC, the cardholder account shall be cancelled. The new Billing Official shall determine if the employee will be a cardholder within his/her office and if so, a new account shall be established.





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**4330 BEST VALUE SOURCE SELECTION PROCESS**

LEAD PROCESS OWNER: AQ

Ref: (a) COMNAVFACENGCOM ltr Ser 02/98-123 of 14 May 98  
(b) COMNAVFACENGCOM ltr Ser 97-007 of 20 May 97  
(c) OFPP Best Practices for Collecting and Using Current and Past Performance Information  
(<http://www.arnet.gov/Library/OFPP/BestPractices/>)  
(d) NAVFAC P-68 Contracting Manual, Subpart 15.3  
(<http://acq.navfac.navy.mil/p68.asp>)  
(e) FAR PART 3.104, Procurement Integrity (<http://acq.navfac.navy.mil/>)  
(f) LANTNAVFACENGCOM memo Ser 99-09P of 14 Jun 99  
(g) FAR 15.505, Preaward Debriefings (<http://acq.navfac.navy.mil/>)

Encl:(1) Board Composition and Qualifications Matrix

1. **Purpose.** Due to our increasing use of the source selection process as our method of contracting for our services, the following guidance on source selections is established to provide uniformity and standardization.

2. **Training.** It is important to ensure that our acquisition workforce develops the experience, skills and expertise necessary to successfully award our negotiated procurements. Reference (a) states that NAVFAC's success in negotiated procurements is partially attributable to our acquisition workforce's attendance at the Naval Facilities Contracts Training Center (NFCTC) Source Selection and Technical Evaluation Board class, CTC-415. The following is a hyperlink to NFCTC: <http://nfctc.navy.mil/>. This course has been designed for personnel involved in Source Selection as well as those who will be serving on Technical Evaluation Boards. It focuses on the source selection policies and procedures of NAVFAC. As indicated in enclosure (1), CTC-415 is one of the required qualifications to act as Chairperson of both the Source Selection Board and Technical Evaluation Board and is desired for all Board members.

3. **Board Compositions/Qualifications.** Enclosure (1) shall be utilized as a guide in developing board compositions and lists the member qualifications.

4. **Evaluation Factors.** Per reference (b), three to five technical evaluation factors, including sub-factors, should normally be included in any source selection procurement with past performance required as one of those factors. Reference (c) provides useful techniques and practices for evaluating past performance. In the unusual instance where more than five evaluation factors are necessary, the Contracting Officer should

document the file explaining the need. Once the SSP is approved, the wording for the evaluation process will be incorporated into the Request for Proposal (RFP). Proposals will be evaluated in accordance with the RFP and SSP. Prior to participating in a source selection, the members should become familiar with the SSP and RFP requirements.

**5. Waiver Exception.** Waivers to this guidance, to include qualifications and board composition, should be requested in writing with appropriate justification and rationale to ENGFLDACTMED, Code 09.

**6. Source Selection Plans.** Source Selection Plans (SSP) must be reviewed and approved by the Source Selection Authority (SSA) prior to issuance of a solicitation. Appropriate time (minimum of two weeks) should be allowed for the review and approval process in the acquisition's Plan of Action and Milestones (POA&M). For construction projects, Sections 00201 and 00202 of the specifications and for facility support projects, Sections L and M, shall be included when the SSP is submitted for review by the SSA and Counsel. Per reference (d), a Level II Contracting Officer can approve SSPs for procurements up to \$10 million. A Level III Contracting Officer can approve SSPs up to \$30 million. SSPs over \$30 million require NAVFAC Acquisition Proponent approval. Changes made to an approved SSP must be approved by the SSA via an amendment to the SSP.

**7. Procurement Integrity.** Integrity of the procurement process is an essential ingredient of any acquisition. All members in the source selection process are to be made aware of the strict requirements for confidentiality of all selection proceedings. Strict confidence must be maintained to assure that not even a trace of bias or partiality interferes with the evaluation process, possibly endangering the timely award of the contract. Fairness to all offerors is of vital concern. All participants in the evaluation and selection process are required to sign a Financial Interest Statement and a Certificate of Non-Disclosure. In addition, all procurement officials are required to complete annually an OGE Form 450, Confidential Financial Disclosure Report. Reference (e) implements the Office of Federal Procurement Policy Act which prohibits the disclosure of contractor bid or proposal information prior to award. This same act further prohibits persons from knowingly obtaining source selection information without being involved in the source selection.

(See <http://www.arnet.gov/far/current/pdf/FAR.book.pdf>)

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**Sample Source Selection Plan.** Reference (f) provides the "strawman" for a Source Selection Plan (SSP) for format standardization and streamlining. Though the "strawman" emphasizes standardization, each SSP should be tailored for the specific solicitation intended.

**9. Board Procedures.** The procedures for the technical evaluation board (TEB), price evaluation board (PEB) and source selection board (SSB) will be described in each SSP. The roles and responsibilities of the various members of the boards will also be delineated in the SSP.

**10. Debriefings.** Reference (g) discusses the requirements for debriefing and the releasable information for a pre-award and post award debriefing.

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**Board Composition and Qualifications Matrix**

	Up to \$5M	\$5M to \$15M	\$15M to \$50M	Over \$50M
<b>TECHNICAL EVALUATION BOARD</b>	2-3 members consisting of: Customer or User, DM (PWO, LANT, or EFA MED), & 1102 Chair: DM Advisors: 09C & Tech Advisors (as appropriate)	2-5 members consisting of: Customer or User (1-2 members), ROICC SGE, DM (PWO, LANT, or EFA MED), & Sr 1102 Chair: DM Advisors: 09C & Tech Advisors (as appropriate)	2-5 members consisting of: Customer or User (1-2 members), DM (LANT, EFA MED, or host facility), Sr. 1102, PWO/ROICC & EFA MED CI4 Chair: EFA MED CI4 Advisors: 09C & Tech Advisors (as appropriate) Recorder, as necessary	2-5 members consisting of: Customer or User, DM (LANT, EFA MED, or host facility), Sr. 1102, PWO/ROICC & EFA MED CI4 Chair: EFA MED CI4 Advisors: 09C & Tech Advisors (as appropriate) Recorder, as necessary
<b>SOURCE SELECTION BOARD</b>	2-3 members consisting of: PM, APWO or other customer rep, & warranted KO Chair: PM Advisors: 09C & Tech Advisors (as appropriate) See note below for under \$1M	2-5 members consisting of: Customer or User, PM, HQ1102, & ROICC Chair: ROICC if appropriate warrant Advisors: 09C & Tech Advisors (as appropriate)	2-5 members consisting of: PM, PWO/ROICC, HQ1102, & customer rep (1-2 members) Chair: PWO/ROICC or AQ (dependent on location & warrant) Advisors: 09C & Tech Advisors (as appropriate)	2-5 members consisting of: PM, PWO/ROICC, HQ1102, & customer rep (1-2 members) Chair: PWO/ROICC or AQ (dependent on location & warrant) Advisors: 09C & Tech Advisors (as appropriate)
<b>PRICE EVALUATION BOARD</b>	1 member consisting of 1102 (or Realty Spec. if lease-construct) See note below for under \$1M	1-2 members consisting of HQ 1102 or Field 1102, if appropriate (or Realty Spec. if lease-construct)	1-2 members consisting of HQ 1102 & Field 1102, if appropriate (or Realty Spec. if lease-construct)	1-2 members consisting of HQ 1102 & Field 1102, if appropriate (or Realty Spec. if lease-construct)
<b>SOURCE SELECTION AUTHORITY</b>	ROICC if Level II warrant; if not, Sr 1102 See note below for under \$1M	AQ with Level III warrant	EFA MED 00 or 09 with Level III warrant	EFA MED 00 or 09 with Level III warrant

Enclosure (1)

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NOTE FOR ACQUISITIONS \$1M AND UNDER: For contracts \$1M and under, a Contracting Officer operating within their warranted authority may perform the duties of both the SSA and SSB.

QUALIFICATIONS:

Technical Evaluation Board (TEB) Qualifications:

- a. Chairperson of TEB:
  - (1) Professional Registration as an Architect or Engineer
  - (2) Source Selection and Technical Evaluation Course (CTC 415)
  - (3) A member on at least two (desired three or more) TEBs
- b. Member of TEB:
  - (1) Source Selection and Technical Evaluation Course (CTC 415) desired

Source Selection Board (SSB) Qualifications:

- a. Chairperson of SSB:
  - (1) Source Selection and Technical Evaluation Board Course (CTC 415)
  - (2) A member on at least two (desired three or more) SSBs
- b. Members of SSB:
  - (1) Source Selection and Technical Evaluation Board Course (CTC 415) desired

Recorder: Individual should have the technical knowledge and expertise dependent on the procurement along with excellent writing skills.

Observers/Advisors: Non-voting representatives from Design, Housing, Public Works, Planning, Real Estate, Environmental or Construction. For training purposes, junior CEC officers and civilians may participate as observers in Board actions with approval of the SSA. Observers and advisors are required to sign the Financial Interest Statement and a Certificate of Non-Disclosure.

Enclosure (1)



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**5211 PRIVACY ACT (PA)/FREEDOM OF INFORMATION ACT (FOIA)****LEAD PROCESS OWNER: RM1**

Ref: (a) SECNAVINST 5211.5D <http://neds.nebt.daps.mil>  
(b) SECNAVINST 5720.42F <http://neds.nebt.daps.mil>  
(c) OPNAVINST 5510.161 <http://neds.nebt.daps.mil>  
(d) NAVFACINST 5720.14C  
<http://navfacilitator.navfac.navy.mil/>

1. **Purpose.** To implement references (a) and (b), which prescribe policies, procedures, conditions, and criteria applicable to responding to requests of members of the public for copies of Department of the Navy records.

2. **Background.** The Privacy Act (PA) of 1974, published within the Department of the Navy by reference (a), is designed primarily to protect the personal privacy of individuals whose records are maintained by agencies of the Federal Government. The Freedom of Information Act (FOIA), published by reference (b), is designed to make available to the public the maximum information concerning operations, activities, and administration of the Department of the Navy and other Federal agencies without invading the privacy of any individual. Although having different primary objectives, the two acts, if carefully applied, are generally complimentary in nature.

3. **Unclassified Technical Data.** FOIA requests for unclassified technical data determined to be subject to the withholding authority affected by reference (c) shall be denied under 5 U.S.C. Section 552(b)(3). Appeals shall be handled per reference (b).

4. **Denial Authority.** Officers authorized per Section 0120, Manual of the Judge Advocate General, to convene general courts-martial are authorized per reference (a) to deny requests for notification, access, and amendment of records related to matters within their respective areas of responsibility. Per reference (b), these same officers are authorized to deny FOIA requests for documents or records relating to matters within their respective areas of responsibility. Reference (d) delegates initial denial authority to the Commanding Officer and Executive Officer, Engineering Field Activity, Mediterranean.

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**5. Action**

a. The Administrative Officer (RM1) is the command PA/FOIA Coordinator. After receipt of a PA or FOIA request, RM1 determines what Department/Product Line Coordinator/field office has custody of the records being requested, initiates a route slip, and sends it to that Department/Product Line Coordinator/field office for action/processing. Upon receipt and review of the response from the action code, RM1 will forward to Counsel (Code 09C) any records that are recommended for withholding in whole or in part and will consult with Counsel whenever there is a question as to whether any information can or should be released.

b. Department Heads/Product Line Coordinators/field office shall forward each PA and FOIA request to RM1 by the assigned due date on the route slip along with a detailed list of the number of hours required to search for and reproduce the documents requested, number of pages, and the names and grades of the individuals who will search for and reproduce the documents, for reimbursement purposes. Questions concerning the legality of releasing the documents requested should be addressed to Counsel (Code 09C) prior to reproducing the document requested.

c. Counsel (Code 09C) shall review all requests forwarded by the PA/FOIA Coordinator and shall review drafts of all denials.

d. Budget Officer (RM3) shall be responsible for the collection of fees per reference (b) and for the deposit of the fees collected into the appropriate account.

6. Required Reports. Per references (d), a copy of all denial letters shall be submitted to Commander, Naval Facilities Engineering Command (Code 92).

a. Annual Freedom of Information Act Report (DD-A(A)1365(5720), 25 October.

b. Annual Privacy Act Report (DD-A(R&R)1379(5211)), 15 February.



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**5213 FORMS MANAGEMENT**

LEAD PROCESS OWNER: RM1

Ref: (a) SECNAVINST 5213.10D <http://neds.nebt.daps.mil/>

1. **Purpose.** To set forth policies, responsibilities, and procedures for the design, drafting, and management of forms at ENGFLDACT MED Headquarters, per reference (a).

2. **Policy.** Product Line Coordinators or special assistants shall, at least annually and normally in conjunction with the governing instruction, review forms which they originate to ensure that they are effective, efficient, economical, and not superseded by a higher authority form. Each Department Head, Product Line Coordinator, or Special Assistant, shall ensure that all forms are supported by the Standard Organization Regulations Manual or this Manual specifying their preparation and use. Higher authority standardized forms will be used in all cases except where a command unique form is MANDATORY to support a local requirement. Command unique forms will be drafted to standards published in reference (a). A "bootleg" form is an uncontrolled form, issued without an identifying prefix or number, guiding instruction, ENGFLDACT MED form number, not designed to be compatible with any standard method of fill-in, and for which no provisions for reproduction have been made. This type of form is not authorized for use in this command. Reproduction of forms will be authorized by the Forms Control Manager, RM1.

3. **Reproduction.** The Forms Control Manager, RM1, will ensure, to every extent possible, all forms are placed in electronic media and readily accessible on the Local Area Network or on individual desktop files.

**4. Responsibilities**

a. The responsible Department Head, Product Line Coordinator or Special Assistant shall indicate their approval of all forms generated by completing Block 16 of the Request for New or Revised Form (OPNAV 5213/19). This person shall also ensure no "bootleg" forms are used within their Product Line/code.

b. The Forms Control Manager shall:

(1) Manage the overall program, using the guidance in reference (a).

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(2) Serve as a point of contact with the Department Heads, Product Line Coordinators, and Special Assistants of ENGFLDACT MED on forms management matters.

(3) Validate, approve, and assign form control numbers to all new or revised ENGFLDACT MED forms, per reference (a). Maintain a master case file of approved forms with the OPNAV 5213/19 attached.

(4) Serve as the central clearing point for control of all ENGFLDACT MED originated forms.

(5) Maintain and update a listing of all ENGFLDACT MED unique forms (authorized and pending) for distribution to command components.

5. **Action.** When a ENGFLDACT MED or departmental instruction, that contains a form(s), comes under review or is being originated, the below procedures will be followed:

a. The originating Department Head, Product Line Coordinator, Special Assistant shall provide a copy of the form(s) attached to a completed OPNAV 5213/19, for a new or revised form, to the Forms Control Manager for review.

b. The Forms Control Manager shall either approve or disapprove the form(s) request and ensure it is put into electronic media. If disapproved, the form will be returned with the specific reason noted on OPNAV 5213/19.

6. **Forms Management Records.** All forms supported by ENGFLDACT MED shall be numbered and filed by the Standard Subject Identification Classification System. A case file for each originated form shall contain a completed OPNAV 5213/19 copy of the requiring instruction, a copy of the printed form, and any subsequent revisions. Case files for canceled forms shall be disposed of per the Navy and Marine Corps Records Disposal Manual. Departmental masters and documentation shall be maintained in files designated by the Forms Control Manager.

7. **Form Availability.** Request for New or Revised Form (OPNAV 5213/19) is available at: <http://neds.nebt.daps.mil/>

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**5215 DISTRIBUTION LIST**

LEAD PROCESS OWNER: RM1

1. **Purpose.** To publish the standard distribution list for distribution of written directives and correspondence within ENGFLDACT MED.

2. **Action.** The following standard distribution list provides for efficient distribution of correspondence and directives:

- (1) Commanding Officer (Code 00)/Executive Officer (Code 09)
- (2) Operations (OP)
- (3) Appraiser (Code 09R)
- (4) Counsel (Code 09C)
- (5) Mixed Commission (Code 09M)
- (6) National/Political Advisor (Code 09E)
- (7) Resource Management (RM)
- (8) Contracts (AQ)
- (9) Integrated Product Team, Italy (IPT1)
- (10) Integrated Product Team, Europe and North Africa (IPT2)
- (11) Integrated Product Team, Bahrain (IPT3)
- (12) Design Product Line (CI4)
- (13) Construction Product Line/ROICC Operations (CI5)
- (14) Real Estate Product Line (RE)
- (15) Environmental Product Line (EV)
- (16) Base Operations Support Product Line (BE)
- (17) Bahrain Office
- (18) Cairo Office
- (19) La Maddalena Office
- (20) London Office
- (21) Northern Italy Office
- (22) Southern Italy Office
- (23) Rota Office
- (24) Souda Bay Office
- (25) Vicenza Office
- (26) Sicily Office
- (27) Deputy Operations Officer/Component Business Officer (CBO)
- (28) Planning Product Line/Client Liaison Officer (LO)

If the originator determines that a deviation from the standard list is necessary, the following example format should be used:

Distribution:

ENGFLDACTMEDINST 5000.1A, Article 5215 (less (4) (5) (7))

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Request for Revised Distribution. All instructions are available on the Local Area Network (LAN) or held at the field offices. Requests for changes to the distribution list shall be submitted to the Administrative Officer (RM1).

**5216 COMMAND CORRESPONDENCE**

LEAD PROCESS OWNER: RM1

Ref: (a) SECNAVINST 5216.D <http://neds.nebt.daps.mil>

Encl: (1) Incoming Correspondence Macro Flow Chart  
(2) Outgoing Correspondence Macro Flow Chart

1. **Purpose.** To publish procedures for preparing and routing incoming and outgoing correspondence.

2. **Action**

a. Reference (a) (Department of the Navy Correspondence Manual) will be used exclusively for formatting all outgoing correspondence (letters, point papers, etc.) leaving the command. **Per reference (a), the standard font type and size to be used on all official correspondence leaving the command is Courier New, 12pt.** Times New Roman, 12 pt., can be used on all documents produced for use within the command.

b. Incoming action correspondence will be routed on Engineering Field Activity, Mediterranean Action Correspondence (ENGFLDACT MED 5216/1) Route Sheet by the Administrative Officer (RM1). The Department/Product Line/code/field office assigned action is responsible for:

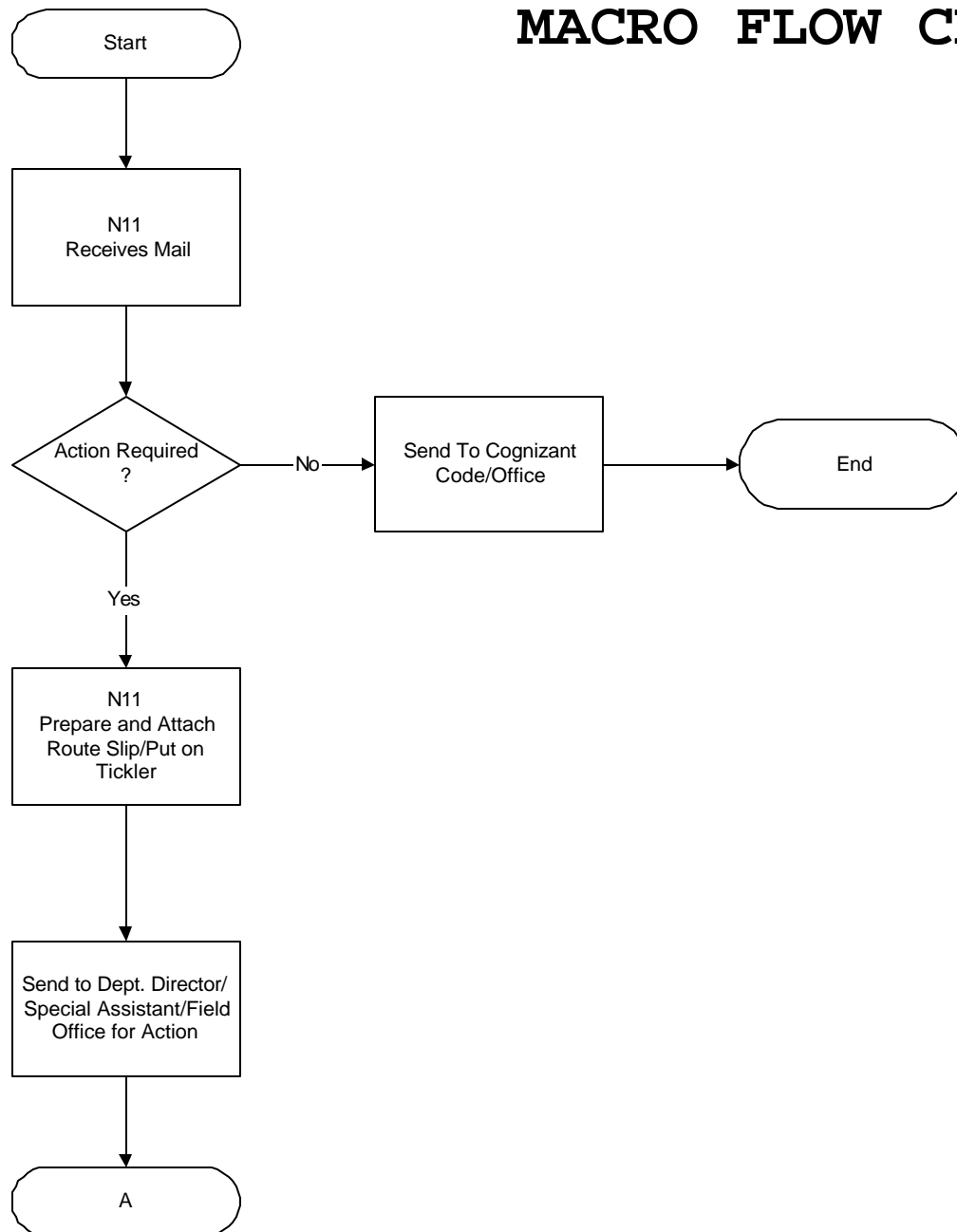
(1) Ensuring action is completed by the assigned reply date or informing RM1 that an extension is required; or, "selling" the action to another dept/code/field office and notifying RM1.

(2) Returning the original route sheet (ENGFLDACT MED 5216/1) to RM1 when action has been completed and indicating in the remarks section of the route sheet how/when a reply was sent (e.g.; "answered by ltr 11101 Ser RM1/122 of 11 Jun 01).

(3) Providing RM1 a copy of all official correspondence sent outside the command.

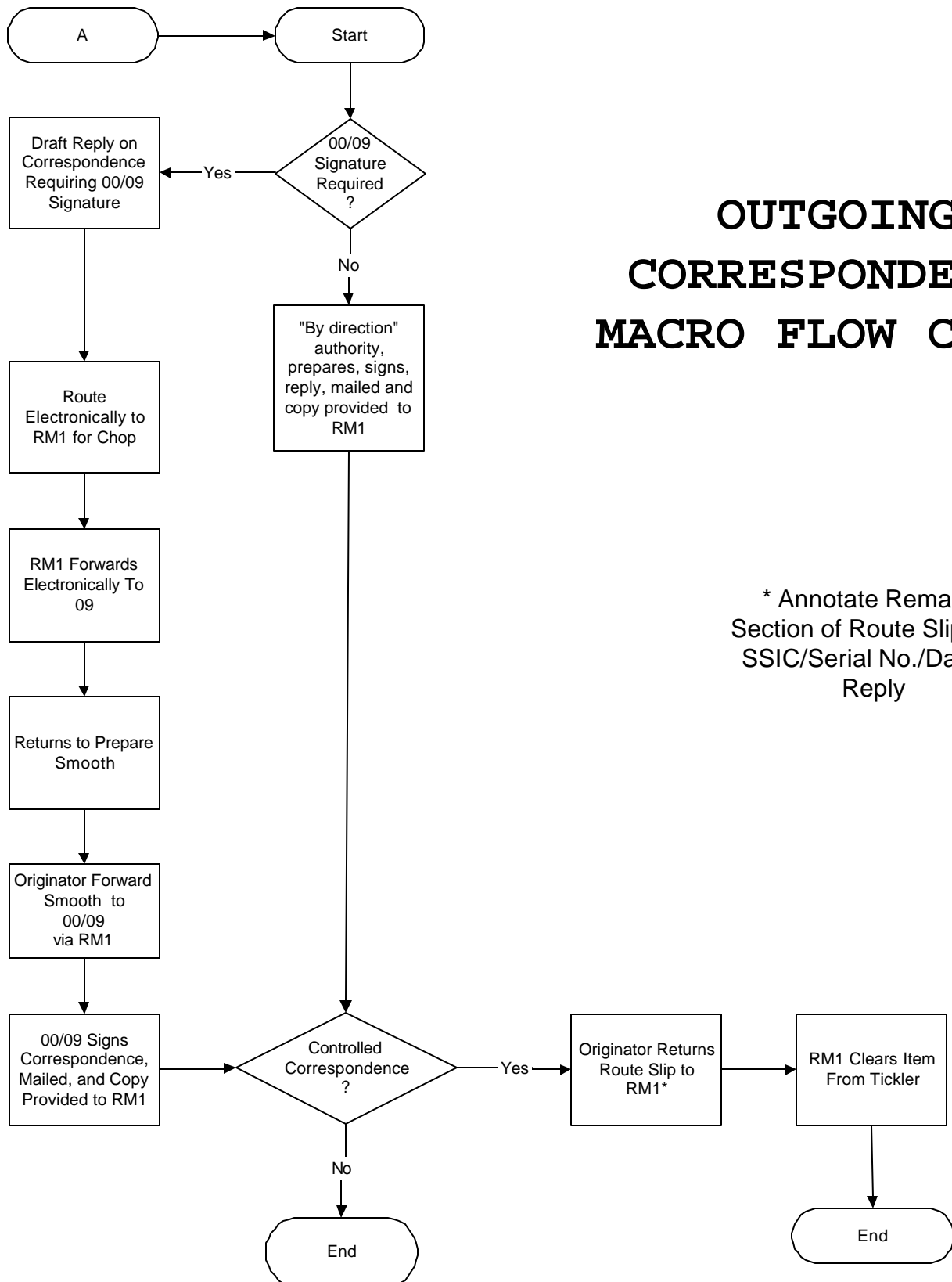
c. Enclosures (1) and (2) identify the incoming and outgoing correspondence processes.

# INCOMING CORRESPONDENCE MACRO FLOW CHART



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# OUTGOING CORRESPONDENCE MACRO FLOW CHART



Enclosure (2)





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**5218 MAIL HANDLING AND DELIVERY PROCEDURES**

LEAD PROCESS OWNER: RM1

Ref: (a) OPNAVINST 5112.5A <http://neds.nebt.daps.mil/>

1. **Purpose.** To publish procedures for the processing and delivery of both personal and official mail.
2. **Policy.** We will transmit official and personal mail promptly, efficiently, and economically in support of the command mission and consistent with security and accountability.
3. **Action.** Per reference (a), the following procedures should be adhered to by each activity:
  - a. Ensure there is adequate space necessary for the proper handling and security of the mail.
  - b. Ensure there is an easy-to-follow standard operating procedure for emergency destruction of mail, as required.
  - c. Monitor training of mail clerks and mail orderlies.
  - d. Ensure mail is handled correctly and timely.
  - e. Ensure mail directory and files and mailroom records are maintained properly.
  - f. Notify ENGFLDACT MED Administrative Officer (RM1) immediately of all suspected or known postal offenses and losses.
  - g. Ensure mail is safeguarded at all times.
  - h. Perform prompt directory service on all undeliverable mail and expeditiously return it to the servicing post office, but no later than the following workday after receipt.
  - i. Ensure mail orderlies/mail clerks are designated in writing and before performing mail-handling duties, are instructed in the proper performance of their duties.



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**5219 ANNUAL REVIEW OF DIRECTIVES**

LEAD PROCESS OWNER: RM1

Ref: (a) SECNAVINST 5215.1C <http://neds.nebt.daps.mil>

Encl: (1) Annual Review of Directives Memorandum

1. **Purpose.** To publish the procedures for reviewing Command directives as required by reference (a).

2. **Background.** Each issuing authority is required to conduct, at least annually, a review to ensure all directives are confirmed current, canceled, revised, or consolidated, as appropriate.

3. **Discussion.** Directives will be reviewed during the anniversary month they are published or changed (i.e.; an instruction published on 7 October 2001 will be reviewed in October of the following year).

**4. Action**

a. Department Heads, Product Line Coordinators, and Special Assistants shall perform an annual review, on the anniversary date, of each directive under their cognizance. Included in the annual review will be a review of all local forms enclosed as part of the directive to confirm continuing usefulness, or determine the need for revision or cancellation. Requests for new or revised forms shall be accomplished per Article 5213. A report of review will be submitted to the Administrative Officer (RM1) by the fifth workday of the following month. This report will include appropriate recommendations as to the disposition of each directive reviewed.

b. The Administrative Officer (RM1) will forward enclosure (1) to the cognizant code by the first week of the reviewing month.

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5219

MEMORANDUM

From: Administrative Officer (RM1)  
To:

Subj: ANNUAL REVIEW OF DIRECTIVES

Ref: (a) (Command directive under your cognizance identified)  
(b) ENGFLDACTMEDINST 5000.1A, Article 5215

1. A review of reference (a) is required in the month of \_\_\_\_\_, per reference (b).

2. Please complete the endorsement and return this memorandum by \_\_\_\_\_ DATE \_\_\_\_\_ to RM1.

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FIRST ENDORSEMENT

(Date)

From:  
To: RM1

1. A review of reference (a) was completed. The following action is required:

Instruction Number \_\_\_\_\_ Action Required

\_\_\_\_\_ No changes required  
\_\_\_\_\_ Rough revised, directive  
will be submitted by:

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Signature

Enclosure (1)

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**5239 POLICY FOR PROPER USE OF COMPUTER RESOURCES**

Lead process owner: RM2

Ref: (a) SECNAVINST 5370.2J (<http://neds.nebt.daps.mil>)  
(b) COMNAVFACENGCOMINST 5239.1B  
(<http://www.navfac.navy.mil>)  
(c) NAVFAC Policy for Use of the Internet  
(<http://.navfacilitator.navfac.navy.mil/cio/encl2.htm>)

Encl: (1) Request for Use of Privately Owned Information  
Systems (IS) Resources

1. **Purpose.** To issue policy guidance for the use and management of computer resources per references (a), (b), and (c).

2. **Definition.** For purposes of this instruction, computer resources means any information system asset used by all personnel assigned to Engineering Field Activity, Mediterranean (ENGFLDACT MED). This includes computers, microcomputers, telecommunications equipment, software, and associated operating supplies and support equipment.

**3. Background**

a. ENGFLDACT MED has a sizeable investment in automatic data processing and office automation resources. These assets are acquired as tools to be used in accomplishing mission-related requirements. Their use is encouraged, and they are supported as productivity-enhancing tools.

b. Recent events in Government and industry confirm the need for emphasis on the proper use and management of information processing resources. Audit reports at other locations have noted instances of employees using Government computers for personal use and for running side business ventures. Court cases have found some employers liable for the actions of employees who copy software in violation of copyright laws and disclosure agreements. Some small computers have been stolen from Government offices. Unauthorized browsing of non-official Internet websites and downloading of files and graphics not related to official Government business also creates problems. There are other similar examples of improper use or lax management.

c. The Counterfeit Access Device and Computer Fraud and Abuse Act of 1984 amended Title 18, United States Code, by

providing penalties for fraud and related activities in connection with access devices and computers. The Act specifically focuses on computer crime in connection with Federal computers and certain banks and financial institutions. The Act primarily prohibits the unauthorized access to use, modify, destroy, or disclose information in Government computers.

d. The rapid introduction of microcomputers in our work environment adds to the growing computer security problem due to their two inherent weaknesses. The first is ease of physical accessibility to both the physical equipment (damage or theft) and the software and information (theft, copying, or alteration). The second is the lack of hardware mechanisms needed to isolate users from sensitive, security-related systems functions.

e. Most DOD computer abuse costs involved unauthorized browsing (both on computers and the Internet), the creation of personal software programs, creation and playing of games, creation of programs for small business and financial schemes, and the operation of computer service bureaus. Information thefts commonly involved personnel information for outside commercial use and software programs for personal use.

5. **Policy.** To promote proper and efficient use of computer resources within ENGFLDACT MED, the following policy is established:

a. The use of small computers to increase individual productivity is encouraged. The objective is to provide an effective technique for placing computers in the workplace, while ensuring adequate control.

b. Responsibility for protection, conservation, and proper use of computer resources is assigned to the Product Line Coordinator (PLC)/Department Head of the work center to which the equipment is assigned.

c. Existing Department of the Navy standards of conduct and ethics apply to the use of computer resources. Private use of Command computers/software is not authorized without specific approval. This prohibition specifically includes the types of activity noted in paragraph 4.e above. Written requests for such authorization should be submitted by memorandum to the Information Systems Security Manager (ISSM), RM2, via the cognizant PLC/Department Head.

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d. ENGFLDACT MED does not support software copyright infringement for any reason. Navy policy prohibits copying proprietary software without authorization. Illegally copied software is not condoned and will not be supported by Command resources. Employees who copy software outside the copyright terms will assume the litigation burdens of such acts. Supervisors and end-user associates using copyrighted software are responsible for checking and adhering to the pertinent software licensing and disclosure agreements. Managers discovering the use of illegally copied software within their work center should stop the use of the software and remove all such programs from all storage media (hard and floppy disks, tape, cassettes, etc.). If the deleted programs are needed to support a functional requirement, the manager should initiate acquisition action for the software in coordination with RM2.

e. The use of personally-owned software is discouraged on ENGFLDACT MED computer resources and may be permissible only under the following conditions: 1) the software must be commercially available and not freeware or shareware; 2) all copyright licensing agreements must be followed; 3) written authorization must be obtained from your supervisor and the ISSM/RM2; and 4) the software will enhance the official performance of your duties. See enclosure (1). Personally-owned hardware is not permitted on ENGFLDACT MED networks or equipment.

f. ENGFLDACT MED assumes no responsibility for the security of personally owned computers that are used in Command work areas.

g. Use of electronic mail messaging systems (Banyan Vines, Internet, Bulletin Boards, etc.) is for official Government use only. Use of these programs for personal or private use is unauthorized. This includes use of the peripherals attached to these systems (printers, tape drivers, plotters, etc.). It is the supervisor's responsibility to monitor their associates and report any violations of these guidelines to the Security Officer, RM, if necessary. It must be noted that electronic mail is considered a form of official correspondence.

6. **Internet Use Guidance.** With the advent of access to the World Wide Web (www) through the Internet, a new set of guidelines and policy must be established. Per SECNAV and NAVFAC, the following policy is adopted:

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a. Use of the Internet is encouraged to develop information technology skills by making it the preferred and routine choice to access, develop, and exchange information.

b. Any permissible use of the Internet that enhances the users' professional skills and, thus, serves as a legitimate public interest is encouraged.

c. Permissible uses are defined to include all uses not prohibited by law, regulation, or instruction. Prohibited uses include:

(1) Introducing classified information into an unclassified system or environment at ENGFLDACT MED.

(2) Accessing, storing, processing, displaying, distributing, transmitting, or viewing material that is pornographic, racist, or subversive in nature or promotes hate crimes.

(3) Downloading or playing games.

(4) Obtaining, installing, copying, pasting, transferring, or using software or other materials obtained in violation of the appropriate vendor's patent, copyright, trade secret, or license agreement.

(5) Knowingly writing, coding, compiling, storing, transmitting, or transferring malicious software code, to include viruses, logic bombs, worms, and macro viruses.

(6) Promoting partisan political activity, disseminating religious materials, and non-approved fund raising.

(7) Using the system for personal financial gain, such as advertising or solicitation of services or sale of personal property, conducting private business or related activities.

(8) Writing, forwarding, or participating in chain letters.

(9) Posting personal home pages.

(10) Listening to and downloading music, instant messenger, Napster, Gnutella, Liquid Player, Winamp, Webshots, After Dark Screen Savers, etc.



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(11) Use of streaming video for other than official business.

7. Portable computers create unique use and protection considerations. The smaller size and portability of these systems make them more susceptible to inadvertent loss and theft. Their portability presumes that they can and will be used away from the office, with increased exposure to misuse. The following guidance pertains to all computer resources, especially portable or "laptop" microcomputers.

a. Portable microcomputer systems should not be left unsecured in the building. They should be stored in a locked drawer/container when not in use.

b. Portable systems removed from the building (for official use off premises or for official travel) must have a Property Pass. A Property Pass, NAVSUP Form 155, may be obtained from RM2 or ROICC. A member of RM2 staff or ROICC must sign the Property Pass. Portable computers, when not in official use on official travel, must be returned to their appropriate office or duty location.

c. A computer lockout system should be installed to limit unauthorized access.

d. Sensitive data files should be password-protected if possible.

e. Diskettes containing sensitive data should be clearly marked, "For Official Use Only."

f. With the exception of the laptop computer stored in the Headquarters safe, none of the Command computer systems are cleared for processing classified information. Under no circumstances will classified information be entered into or processed on a portable microcomputer or any other ENGFLDACT MED information system.

g. Do not ship portable microcomputer systems via airlines as baggage. Portable microcomputers should be transported as carry-on baggage only.

8. **Action.** Department Heads/PLC's who have computer resources in their work areas are responsible for informing end users of the contents of this instruction and for implementing its provisions.

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## **REQUEST FOR PRIVATELY OWNED IS RESOURCES**

Any request to utilize privately owned IS Resources within the confines of the Navy Engineering Field Activity, Mediterranean Local Area Network (LAN), must be approved by the Chief Information Officer (RM2).

Privately Owned IS Resources are herein defined as:

- a. Licensed Software programs and documentation owned by the individual, rather than the command.
- b. Shareware programs/utilities that are desired and loaded on equipment owned by the command.
- c. Computer equipment to include CPU's, Peripheral Items (such as printer, monitor, keyboards, mouse, digitizer, scanner, modem, cables, etc.)

Any formal request for approval of use of privately owned hardware, software or peripheral items must include a statement which relieves the Engineering Field Activity, Mediterranean of any responsibility for security, physical damage, or liability for incurred loss. Any physical device or hardware item proposed for attachment to the LAN must also be physically inspected by RM2 personnel for possible "viruses" or any physical attribute, which may cause damage or resultant problems to equipment currently in operation by the command on its LAN.

Enclosure (1)

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**5510 CIPHER LOCK COMBINATIONS AT ENGFLDACT MED HEADQUARTERS**

LEAD PROCESS OWNER: RM1

1. **Purpose.** To identify what actions are required for changing the cipher lock combinations in the Alenia Building.

2. **Action**

a. The Administrative Officer, RM1, is responsible for controlling access to the command spaces on the first floor of the Alenia Building. Control is achieved through the use of cipher locks on the four main entry doors; liaison with the front office staff for visitor reception; and, frequent publicity of the security requirements to all ENGFLDACT MED associates.

b. Additional cipher locks exist on the Message Room, File Server Room, Mailroom, Environmental (EV), and Conference Rooms A, B, and C. The cipher lock Entry Code and Master Code for the Message Room may be held by only the associates with a need for access and who possess a security clearance. The cipher lock Entry Code and Master Code for the File Server Room will be maintained by the Chief Information Officer. Access to the File Server room will be granted per the IS Security Plan.

c. The cipher lock Entry Codes will be changed whenever the code is deemed to be compromised. They will also be changed at least once quarterly to prevent gradual erosion of security and to help maintain security awareness. Although security is the primary objective, it is also desirable that the code changes be accomplished in a user-friendly manner.

d. The cipher lock Master Codes should be changed at least once a year or whenever they are deemed to be compromised, such as by permanent departure of an Administrative Division employee or lock service performed by non-ENGFLDACT MED personnel.

e. The Administrative Officer will maintain the Master Code and procedures for changing the combinations in secure storage with a duplicate copy provided to the Executive Officer.

f. Unless a heightened level of security is required, the following personnel are authorized knowledge of the Entry Codes for the four main doors:

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(1) ENGFLDACT MED civilian and military personnel whose primary place of duty is the Alenia Building.

(2) Other DOD civilian and military personnel attending conferences lasting several days in the Alenia Building when requiring escorted entry is not practical. The conference organizer is responsible for informing the Administrative Officer of the extent to which the Entry Code was divulged.

g. Routine code changes will be accomplished as follows:

(1) Validate that the Master Code is still working for each cipher lock. If not, reset the Master Codes before publicizing a change to the Entry Codes.

(2) When possible, schedule the change for the middle of a workweek.

(3) Two weeks before the change, publicize the date and the new combination to all hands. When possible, choose combinations that have an easily remembered key pattern.

(4) The day before the change, repeat the e-mail notification, including the time of day the change will be made.

(5) Change the combinations all at one time, preferably at the end of the day.

(6) Tape a small note (USE NEW CODE) to each cipher lock keypad to remind users that the combination has been changed. Remove note a week or more after the change.

h. The Administrative Officer is responsible for testing the Master Code and changing Entry and Master Codes.

(1) Enter the Master Code followed by "B." The upper right LED should stay lit.

(2) To change the Entry Code, enter the number 1, enter the new code and then enter the letter A to confirm. The cipher lock will normally confirm acceptance with a beep.

(3) If you wish to change the Master Code, enter the number 0, enter the new code and then press the letter A to confirm. The cipher lock will normally confirm acceptance with

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a beep. Be very careful changing the Master Code. If you make a mistake or forget the code, you will have to follow a difficult procedure to override the Master Code. The Administrative Officer holds the procedure for the override.

(4) Press the letter "B" to exit programming mode.

(5) Test the new entry code and repeat the process above if it is not functioning.

(6) To test the Master Code without making any changes, do steps 1 and 4 above.

ENGFLDACTMEDINST 5000.1A

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**5511 CLASSIFIED/COMMUNICATION SECURITY MATERIAL EMERGENCY  
ACTION PLAN**

LEAD PROCESS OWNER: RM (SECURITY MANAGER)

Ref: (a) CMS-21  
(b) CMS-6  
(c) SECNAVINST 5510.36 <http://neds.nebt.daps.mil>

Encl: (1) Emergency Destruction Plan

1. **Purpose.** This Emergency Action Plan is a detailed procedure to be followed to ensure proper security of Communications Security Material (COMSEC) including STU-III material and all Classified Material in the event of natural disaster, fire, and/or hostile actions at the Headquarters building. Field offices are not authorized to store COMSEC or any classified material in their spaces and therefore, this section is not applicable to them.

2. **Discussion.** In the event of an emergency, the security of classified information, as discussed in references (a) through (c), is paramount. This section defines the course of action to be taken to deny classified material to unauthorized personnel and to ensure the most rapid and thorough disposition of material when the situation warrants. The Emergency Action Plan may be implemented for both natural disasters and hostile actions (e.g.; enemy attack, terrorism, mob action, or civil uprising).

**3. Action**

a. The Emergency Action Plan, will be implemented when it is considered that the forces and facilities at the command's disposal are inadequate to protect the subject materials from impending loss or capture. The Emergency Action Plan will be implemented by the Commanding Officer or in his/her absence, the Executive Officer, or senior officer present.

b. The three options available in an emergency are securing the material, removing it from the scene of the emergency, or destroying it. The Commanding Officer or in his/her absence, the Executive Officer, or senior officer, present will determine which option is applicable.

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c. For natural disasters, efforts should be directed towards maintaining security control over the material until order is restored. In this instance, securing the material is the preferred method.

d. During hostile actions, efforts must concentrate on the safe evacuation of the material, and/or secure destruction.

e. The destruction site for classified material will be the shredder located in the mail room (127). The destruction site for COMSEC material and the computer removable hard drive will be the communications room (141). Enclosure (1) details the command Emergency Destruction Plan.



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**EMERGENCY DESTRUCTION PLAN**

1. **PRIORITY.** When ordered to execute the Emergency Destruction Plan by the Commanding Officer, Executive Officer, or senior officer present, destroy all material in the order listed below:

a. **COMSEC MATERIAL.** The STU-III machine located in conference room B, push the red "ZERO" key in the back of the unit. The STU-III machine located in room 102 (Commanding Officer's office) push the select > button, under the display window to "zeroize". If time permits, also destroy both units. Method of destruction will be smashing/chopping the equipment with the splitting maul located in room 141.

b. **CLASSIFIED MATERIAL.** Destroy all classified correspondence and messages located in the safe in the communications room (141). A detailed listing of all classified material that needs to be destroyed is located in the second drawer of the safe (1<sup>st</sup> folder inside the drawer). Transport all classified material along with the detailed listing to the mail room (102) and destroy this material utilizing the shredder located in this room. On the detailed listing of classified material, check off each item that is shredded and retain the listing on your person for destruction accountability.

c. **COMPUTER HARD DRIVE.** Destroy the computer hard drive located in the safe in the communications room (141) by smashing/chopping it with the splitting maul.

Enclosure (1)

ENGFLDACTMEDINST 5000.1A

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**5520 SECURITY CLEARANCES**

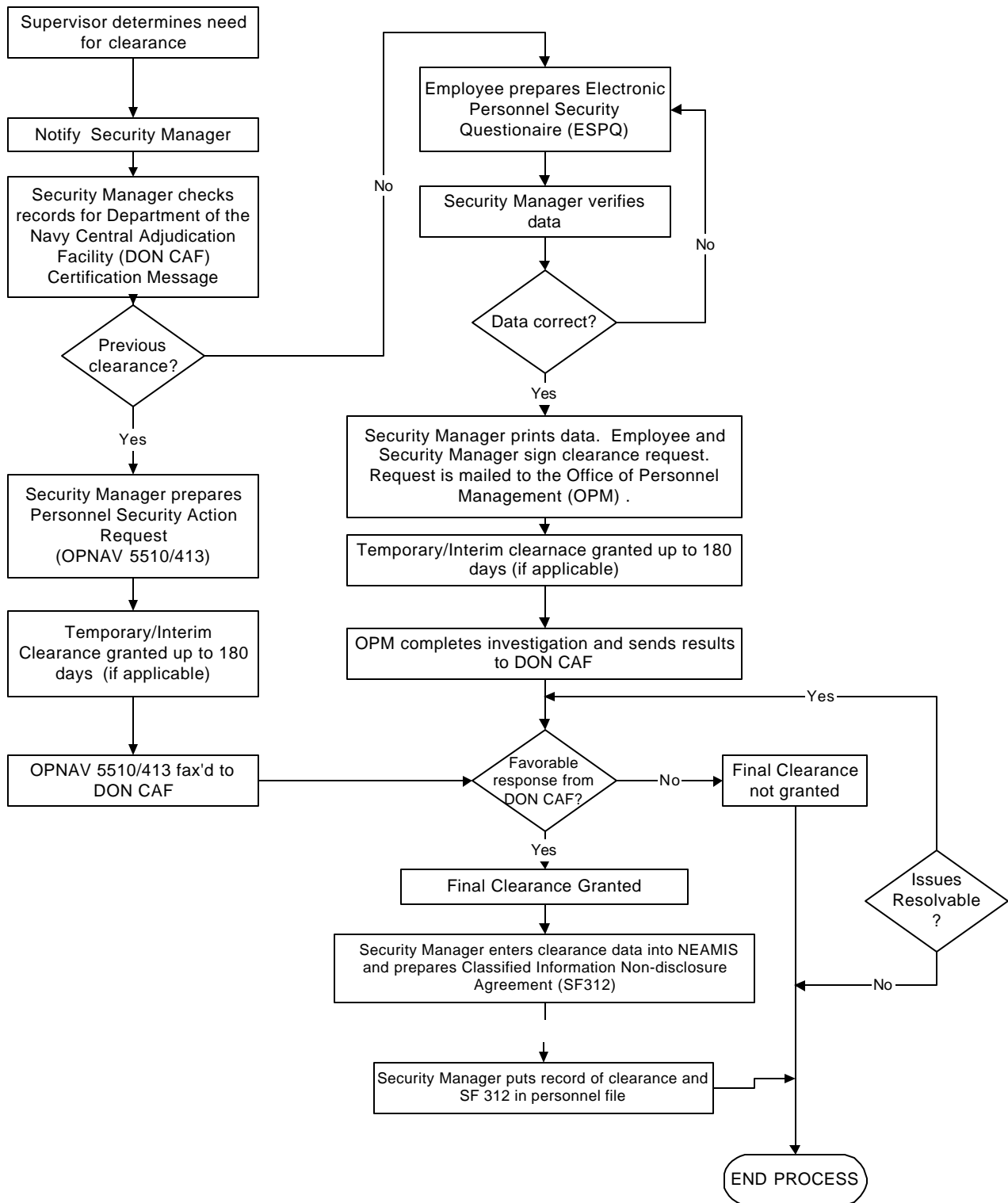
LEAD PROCESS OWNER: RM

Encl: (1) Security Clearance Process Flow Chart

1. **Purpose.** To publish procedures for obtaining a security clearance at ENGFLDACT MED.

2. **Action.** Enclosure (1) identifies the security clearance process.

## Security Clearance Process Flowchart



Enclosure (1)

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**5530 PHYSICAL SECURITY/EMERGENCY EVACUATION PLAN**

LEAD PROCESS OWNER: ADMINISTRATIVE OFFICER (RM1)

Ref: (a) NAVSUPPACTNAPLESINST 5530.3G (no hyperlink available)  
(b) LANTNAVFACENGCOMINST 11320.9 (<http://lantops.efdlant.navfac.navy.mil/>)

1. **Purpose.** To publish command physical security information that modifies our local Host base instruction on Tenant responsibilities and actions to be taken to prevent and respond to physical security threats. Reference (a) is the governing instruction for Tenant commands in the Naples, Italy area. The Resident Officer in Charge of Construction at each field office is responsible for obtaining, following, and modifying to their needs, the local Host base instruction that identifies a physical security plan for their field office location.

2. **Discussion.** The command Headquarters is located in a leased building outside the confines of the USNAVSUPPACT Naples. The building houses three U.S. Navy commands and building security is controlled by the building owner, Alenia Corporation. Command physical security of assigned spaces within the building is the responsibility of each command's Security Manager. Entry into command spaces at Headquarters is controlled by four cipher locks. Individual spaces within Headquarters are controlled by key access. The key control officer is Code RM1 (Management Assistant). Additionally, there are ten field offices located at Aviano, Vicenza, Sigonella, LaMaddalena, and Naples, Italy; Manama, Bahrain; Cairo, Egypt; Rota, Spain; London, UK; and Souda Bay, Crete, Greece. Physical security and key control for field offices is the responsibility of the Resident Officer in Charge of Construction in conjunction with the host command Security Manager.

3. **Restricted Areas.** There are two restricted areas within the headquarters building. The communications room (141) and computer server room (135). These rooms are labeled "RESTRICTED AREA" and are controlled by cipher locks. An intrusion detection (ID) alarm system is installed in the communications room. The ID alarm simultaneously alerts USNAVSUPPACT Naples Security, Alenia building Security, the command Security Manager, and Administrative Officer in the event an intrusion is detected. Detailed instructions regarding emergency destruction of material located in these spaces can be found in Article 5511 of this manual.

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4. **Personnel Identification.** The command is small enough to justify not requiring a badging system. In the event a person's identity is not known, you are requested to challenge the individual to produce some form of identification and escort the individual to the person they are here to see. Questions or problems concerning unknown persons entering command spaces should be immediately reported to the Security Manager, RM, or Resident Officer in Charge of Construction at a field office.

5. **Personal or Government Property Loss.** Personnel are required to immediately report the loss of personal or government property to the Security Manager (RM), or Resident Officer in Charge of Construction at a field office. Personnel are reminded to secure personal and government property to every extent possible when not in sight/use. There are NO storage facilities within the command for money, jewelry, gas coupons, or other valuables. Detailed instructions regarding accountability for Government property is contained in Article 7320 of this manual.

6. **Emergency Evacuation Plan.** Reference (b) is the Emergency Evacuation Plan for Headquarters, except page 3, subparagraph b.1) should read:

"1) The person discovering a fire in the building shall activate the building fire alarm system. A follow-up phone call to the responding Fire Department should then be made. At the Alenia Building, Naples, Italy dial 081-568-4911 to reach the Fire Department. This may be done from another building if fire-smoke conditions require immediate evacuation."

Field offices are responsible for modifying reference (b) to local requirements and posting the plan on official bulletin boards.

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**6320 HOSPITALIZATION OF PERSONNEL**

LEAD PROCESS OWNER: RM1

**1. Purpose.** To ensure the proper support of our personnel admitted to the hospital for treatment.

**2. Discussion.** On occasion, U.S. and Local National personnel are admitted to the hospital for inpatient treatment. While the chain of command may be aware of pending admittance, we are frequently notified after the fact in case of emergent admission. In either case, our primary concern must be the health and welfare of our personnel and the proper support of their families.

**3. Action**

a. The responsible Department Head, Product Line Coordinator, Special Assistant, or ROICC at a field office is encouraged to:

(1) Notify the chain of command at the earliest opportunity following admission or notification of intent to admit.

(2) Ensure the member is visited within 24 hours of admission, and each day a member is hospitalized for inpatient treatment. In more serious cases, or cases which by their nature require more frequent visits, the frequency and level of visits shall be increased, as appropriate.

(3) If possible and reasonable, ensure the needs of the member are properly supported.

(4) If possible and reasonable, ensure that the member's family is properly supported throughout the hospitalization and, when appropriate, any follow-on convalescence period.

(5) Obtain information necessary to support preparation of required administrative reports, assist the Administrative Officer (RM1) in preparation of those reports, and keep the chain of command fully informed of the status and progress of the case.

(6) Ensure the member's medical record is fully reviewed and any limitation of duty is fully understood. If uncertain as to duty limitations, contact the attending physician or other medical authority for clarification.

(7) Closely follow personnel assigned in a medical Limited Duty (LIMDU) status and maintain such records as may be necessary to support the required command reports.



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**7320 MANAGEMENT OF MINOR AND PLANT PROPERTY**

LEAD PROCESS OWNER: RM2

- Ref: (a) LANTNAVFACENGCOMINST 5296.2  
<http://lantops.efdlant.navfac.navy.mil/>  
(b) NAVCOMPT Manual, Volume III, Chapter 6  
<http://www.navsup.navy.mil/>  
(c) NAVFACINT 7320.3B  
<http://navfacilitator.navfac.navy.mil/>

- Encl: (1) Flow Chart for Property Management and Accountability  
(2) Flow Chart for Annual Inventory Process  
(3) Flow Chart for Missing, Lost and Stolen Property  
(4) Flow Chart for Excessing Property

1. **Purpose.** To promulgate modified policies of reference (a) in establishing and instituting procedures for the management and accountability of minor and plant property at ENGFLDACT MEDITERRANEAN.

2. **Scope.** This directive applies to ENGFLDACT MED headquarters and its field offices.

3. **Background.** Effective property management necessitates specific guidelines for receipt and serialization of property, accountability and the disposition/disposal of same. References (b) and (c) provide general policy guidance for accountability and management of plant and minor property and charge local management with the responsibility for ensuring appropriateness of control over such property. Reference (a) fulfills that requirement for LANTNAVFACENGCOM. ENGFLDACT MED is a component of LANTNAVFACENGCOM. This instruction provides policy, procedures, and guidance consistent with those provided in reference (a), for instituting effective property management.

4. **Definitions.** The following are additional items on clarification of terms addressed in reference (a). Where a term has a corresponding definition in reference (a), the one below is in addition to, and, in some cases, in lieu of that definition.

a. NAVFAC Enterprise Administrative Management Information System (NEAMIS): The information system management software developed in a database application and having a full range of command organization administrative functions with selectable

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degrees of access privileges. NEAMIS, as used in this instruction, refers to the Property Management feature of the NEAMIS software.

b. **Property Administrator:** The Property Administrator at ENGFLDACT MED is the Chief Information Officer (RM2) with overall responsibility for administering property management for ENGFLDACT MED and its ROICC offices. RM2 is also responsible for maintaining all property records.

c. **Property Custodian:** ENGFLDACT MED applies the term "Property Custodian" to each of its field offices to facilitate the application of NEAMIS for property management and accountability.

d. **Sub-Custodian:** At ENGFLDACT MED, the Sub-Custodian is the designated employee within an office (usually the office manager/supervisor) who is responsible and accountable for the custody, care, and protection of all of the minor and plant property of that office from the time of receipt until disposal. As with "Property Custodian," this is a NEAMIS driven departure from the usual definition.

5. **Policy.** It is command policy to apply internal controls consistent with those used by Atlantic Division, Naval Facilities Engineering Command, to ensure that all minor and plant property items are adequately safeguarded throughout the acquisition, use, and disposal life-cycle. The controls outlined herein are established to cover conditions that are unique to the command in conducting property management.

## 6. **Responsibility**

a. **Property Administrator.** RM2 is the Plant Property Custodian for miscellaneous and ADP equipment and is appointed in writing by the Commanding Officer. Responsibilities include:

(1) Accurately accounting for location of all property and ensuring the master records for all command property are current and provide the information required by reference (c).

(2) Recording, using NEAMIS, all acquisitions, dispositions, and transfers between department/codes or other activities of command property and maintaining such information in a current, NEAMIS generated property control record.

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(3) Ensure all acquired property is tagged and identified as Property of the U.S. Navy upon receipt from the vendor or other sources.

(4) Ensure that all property is immediately logged into NEAMIS upon receipt and an inventory control record is subsequently generated for each and every property item.

(5) Ensuring backup documentation for acquisitions and disposals is maintained for audit purposes.

(6) Ensuring inventories of property are conducted as required by reference (a) and such inventories are reconciled with the NEAMIS database and master property records.

(7) Ensuring excess property is promptly identified and disposal is per regulatory guidelines.

(8) Ensuring that all property custodians and sub-custodians receive training in the management of property and in the use of NEAMIS in maintaining effective property management.

(9) Ensuring that command regulations and instructions pertaining to government-owned property are current and that any necessary accounting entries resulting from published changes are promptly recorded.

(10) Periodically publish information pertaining to the management of government-owned property, etc.

(11) Ensure all pilferable property is clearly identified as property of the U.S. Navy.

b. Property Sub-Custodians: Property sub-custodians are responsible for minor and plant property assigned to their department/division within ENGFLDACT MED or ROICC. They are strictly charged in writing with the following responsibilities:

(1) Utilizing the many report features of NEAMIS, sub-custodians are responsible for accurately accounting for location and sub-custody records of all property within their area of responsibility. This includes ensuring that the inventory list of all plant and minor property within their custodial area is up-to-date by end user, identification tag number, make, model, serial number and sub-custodian.

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(2) Reporting all acquisitions, dispositions, and internal transfers of property (including computer items, software, and pilferable equipment) in writing to RM2 within 5 workdays of action, for recording in the property management system. Changes will be updated by RM2. Property control records will be issued new or revised accordingly by RM2. Copies of any pertinent documents initiated by other departments, codes or agencies affecting inventory accountability must be forwarded to RM2 within 3 workdays.

(3) Ensuring a physical inventory is conducted and a new signature obtained when transferring the accountability on property inventory to a new sub-custodian. This should occur at the time of transfer, reassignment, or departure from the command.

(4) Ensuring all equipment is affixed with a bar-code label or other approved identification indicating "Property of U.S. Navy" ownership and locally established property number.

(5) Verifying the condition of the property, turning in all excess and broken equipment to RM2 for action, and utilizing existing, available equipment instead of new purchases whenever possible. All Automated Information System equipment and Visual Information equipment must be processed as required by reference (c).

(6) Ensuring the completion of an annual physical inventory of all minor property and a reconciliation with the previous inventory report, purchases, and disposals. Results of inventory will be provided to RM2.

(7) Ensuring prompt action in the reporting of missing, lost, stolen, or recovered property to RM2 and the Security Manager (RM).

c. Personnel. All personnel are personally accountable for government-owned and assigned equipment. This accountability includes the proper use of such equipment; complying with the command's physical security regulations with respect to protection of equipment; for signing a Minor/Plant Property Inventory Control Record for all equipment which is personally assigned; for obtaining a properly executed Property Pass (Optional Form 7) for any property item to be removed from the premises for any reason; for promptly reporting any missing, lost or stolen equipment to the Security Officer or their

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immediate supervisor; and for complying with established check out procedures (i.e.; accountability of all assigned property) when departing the command.

d. Accountability for Equipment at Training Conference Sites. When arrangements are being made to host a training class or conference at an off-site location, inquire about the facility's physical security procedures. Some facilities will take responsibility if the person in charge notifies them at the end of each day that they are leaving and the room(s) needs to be secured. Some facilities that cannot secure the training or conference area have locked storage areas. In any case, it is the responsibility of the ENGFLDACT MED employee sponsoring/hosting the meeting to make the necessary provisions for the security of all government equipment taken to the temporary location.

## 7. Procedures

a. Inventory Management and Accountability. Enclosure (1) provides the entire process of property management and accountability from the time material is received until disposal. It is imperative that these steps be followed to ensure accountability of minor and plant property at all times. Specific functions and relationships that make up this process are discussed below.

(1) RM2 will receive, or be involved in the receipt of materials, to the degree that they can make the appropriate assessment as to the received condition of the material.

(2) Entry into the NEAMIS database will generate a Property Control Record for the newly received item. The Property Control Record will contain identification and disposition information about the material item and its custody.

(3) If the material item is plant property, RM2 will also record the item on a DOD Property Record (DD1342) form to be filed with DFAS Norfolk.

(4) Material is delivered to the appropriate code where the custodian for all property for that code (called "sub-custodian" to be consistent with NEAMIS) signs the Property Control Record in the signature block. The material item is then given to the person in that code for whom it is intended.

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(5) RM2 will file the signed hardcopy of the Property Control Record where it will remain until some future disposition of the item requires that a revised Property Control Record be generated. Possible dispositions and associated procedures are indicated in the property management and accountability flowchart in enclosure (1). Each is discussed in the ensuing paragraphs.

b. Property Inventory. Enclosure (2) sets forth the steps involved in the property inventory process and identifies the individuals responsible for each. Specifics of the inventory process are:

(1) An inventory can be an annual inventory where each sub-custodian conducts the inventory for their office; or a triennial inventory where RM2 conducts the inventory personally.

(2) The annual inventory will be conducted according to the schedule set forth by LANTNAVFACENGCOM in enclosure (6) of reference (a). This schedule indicates a commencement date of 01 June for the annual inventory. A triennial inventory will be conducted every third year.

(3) Property sub-custodians will prepare a form DD-200 for each inventory item that is missing, lost or stolen. (See section on "Missing, Lost or Stolen Property".)

(4) RM2 will ensure that the property management database in NEAMIS is current, and produce updated property control records and obtain signatures from each code's sub-custodian.

(5) RM2 will file the signed new property control records and archive the outdated records.

c. Missing, Lost, and Stolen Property. Enclosure (3) identifies the procedure for missing, lost, or stolen property. Additional amplifying information includes the following:

(1) The property sub-custodians must advise and periodically remind all persons under their cognizance to notify them immediately upon discovery of missing items.

(2) Upon learning of missing items, property sub-custodians must immediately apply the process outlined in enclosure (3) to address the issue.

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(3) Property custodians are advised not to wait until the inventory is being taken to submit the required Financial Liability Investigation of Property Loss (DD Form 200) reports. A hard copy of the DD Form 200 can be obtained from RM2 or the automated form can be obtained from the local area network.

(4) RM2, upon receipt of a copy of DD Form 200 from the sub-custodian, will remove the property from the NEAMIS database and file the DD Form 200 hardcopy such that it will supersede the property control record on file.

d. Excessing Property. Enclosure (4) provides the process involved when excessing property. This process must be adhered to in order to maintain accountability of minor and plant property. As with other disposition actions, the sub-custodian is responsible for providing current information, relative to the property in his charge, to RM2. Subsequently, RM2 will ensure that the NEAMIS database is updated to reflect the current status and that a new property control record indicating disposition is generated and filed.

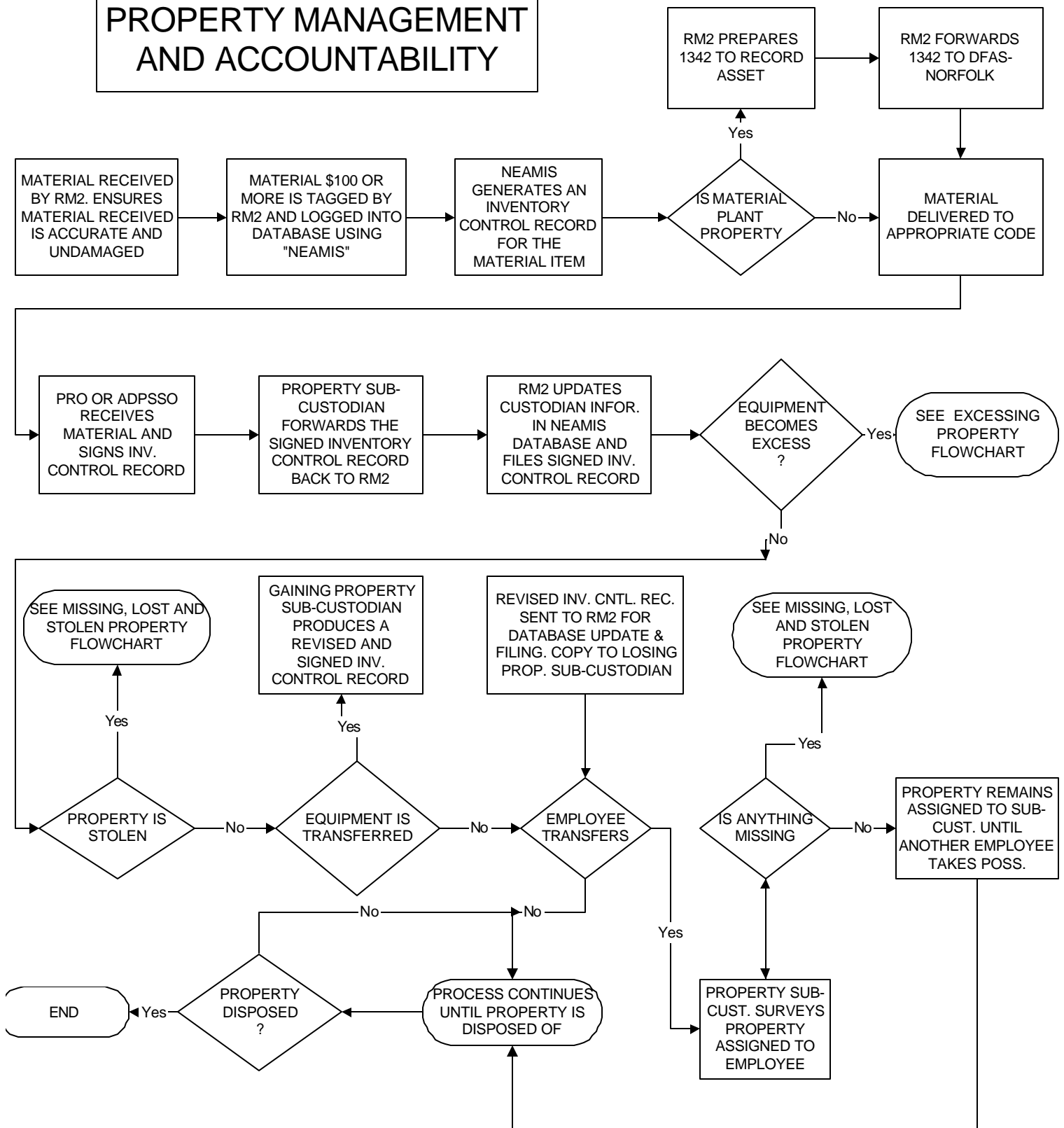
e. Property Passes. As stated in paragraph 6.c, each employee has the responsibility of obtaining a property pass when equipment is taken away from the duty station. The passes can be signed by the property sub-custodian, or the employee's supervisor if they are two different people. If convenient, RM2 can also sign property passes. It should be noted that the sub-custodian, being the party held accountable for the equipment, should be informed if he is not the signer.

f. Checkout Procedures. Enclosure (1) requires a survey of equipment to be done when an employee transfers from the Command. The purpose of this survey is to ensure that all equipment assigned to the employee is present. Once the survey is completed, the custodian of that employee's property and ADPSSO should sign the employee's check out sheet.

**8. Disciplinary Action.** Civilian Personnel Instructions list the offense of "unauthorized possession, use, loss or damage of government property or the property of others" and recommends penalties from reprimand to removal, depending on the circumstances of the incident. If it is found that loss or damage of property was caused by negligence of the individual assigned the property, disciplinary action will be taken in accordance with these instructions.

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# PROPERTY MANAGEMENT AND ACCOUNTABILITY

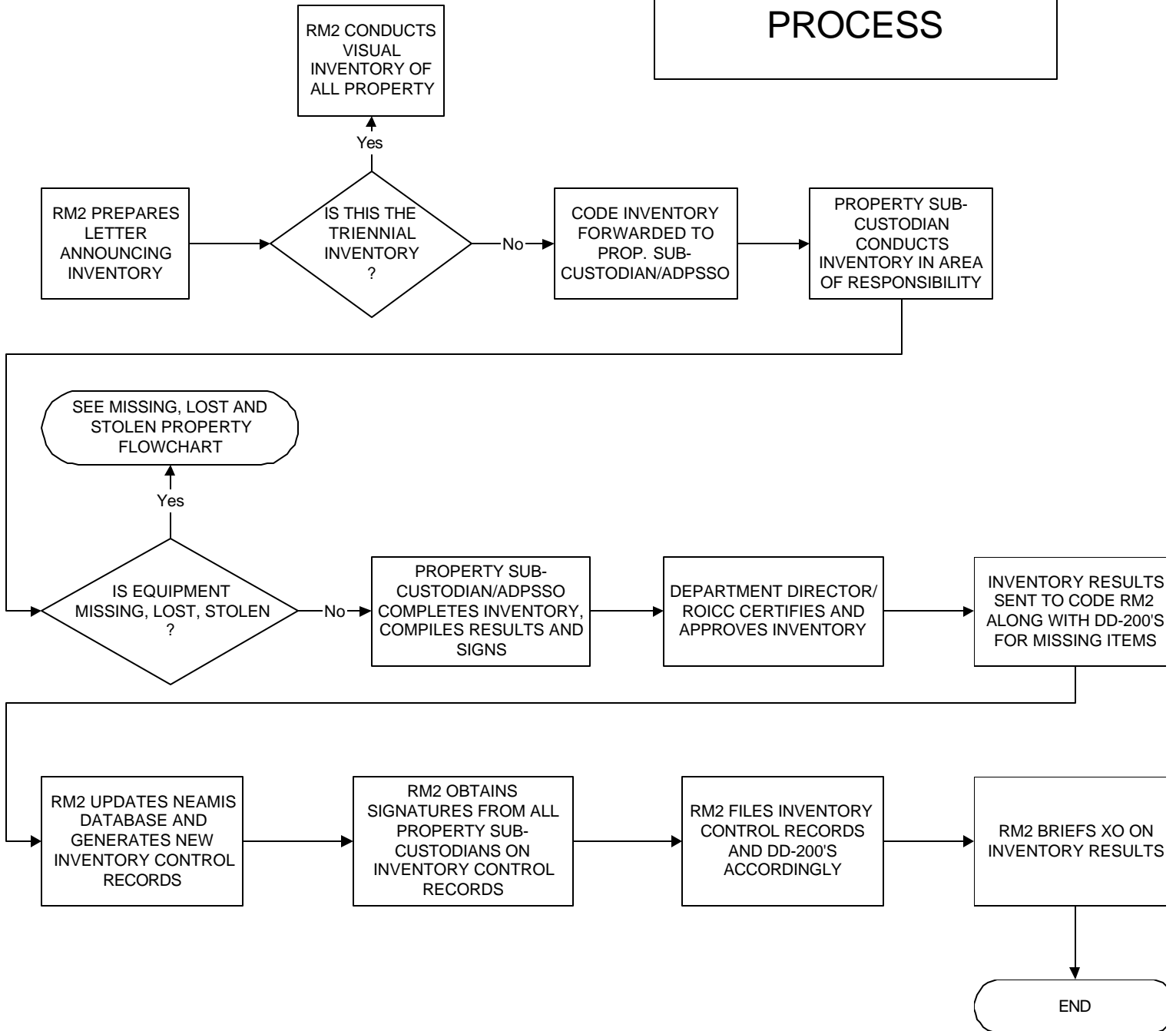


Enclosure (1)



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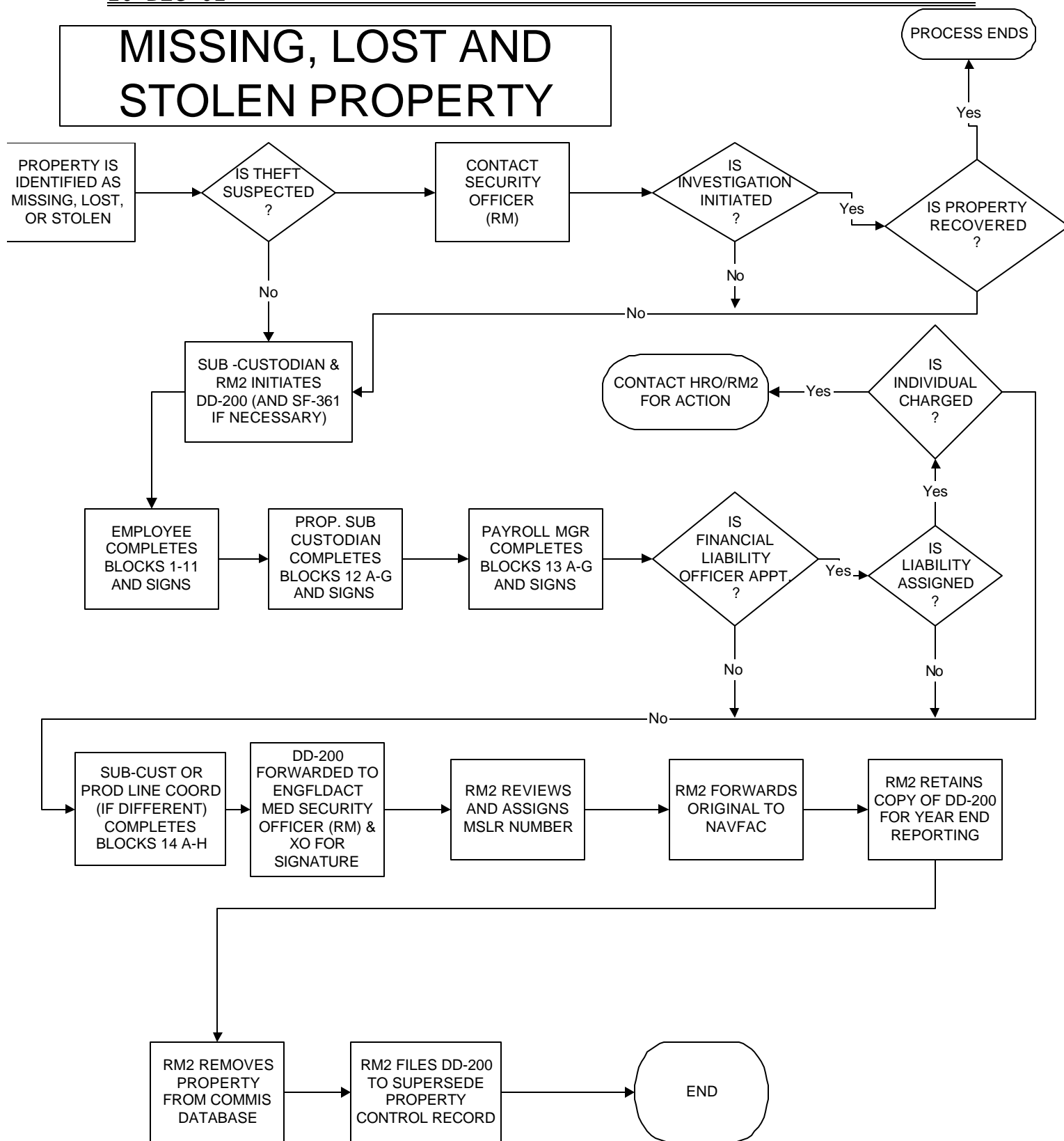
# ANNUAL INVENTORY PROCESS



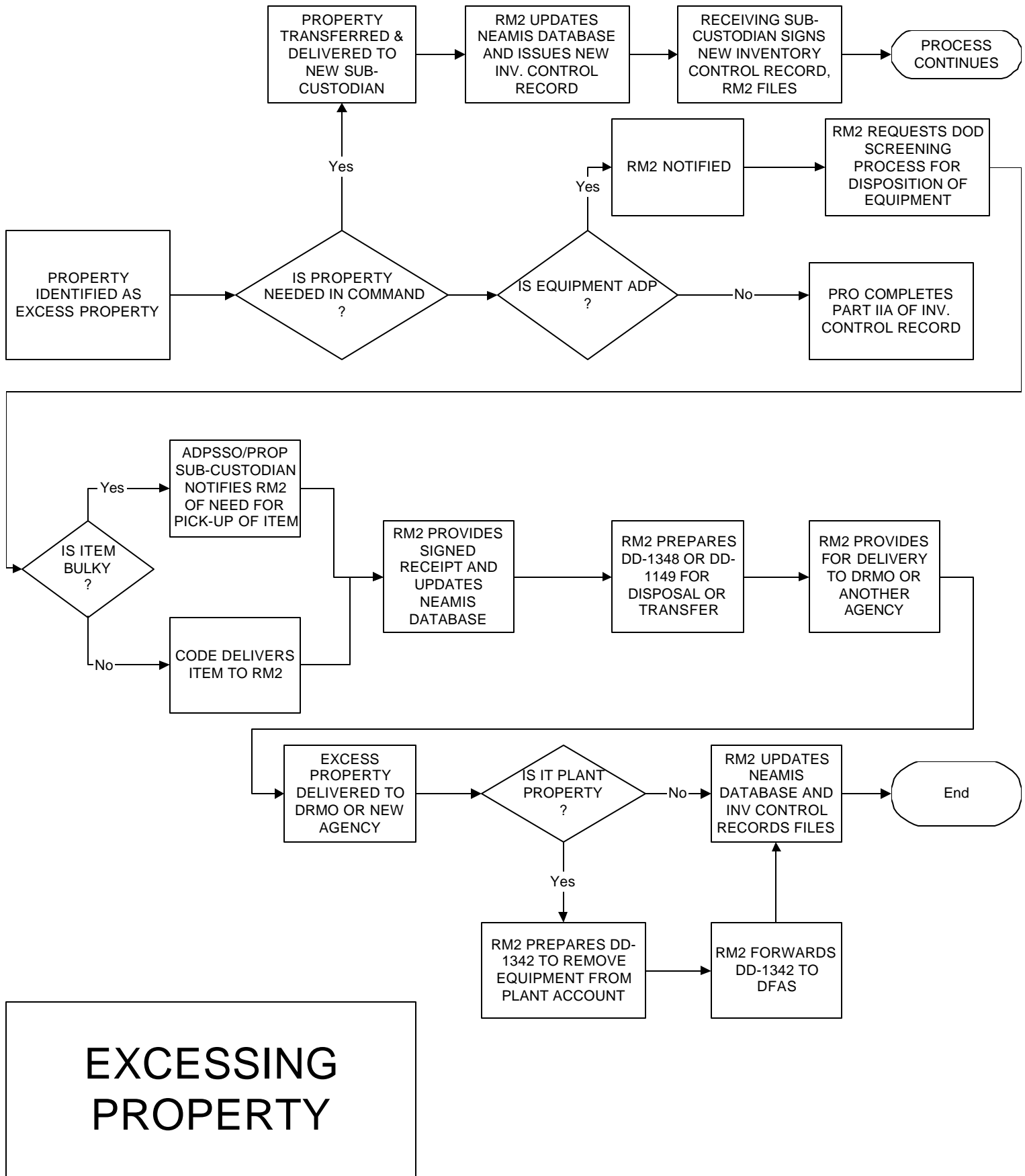
Enclosure (2)

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# MISSING, LOST AND STOLEN PROPERTY



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Enclosure (4)



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**7400 OVERTIME AND COMPENSATORY TIME**

LEAD PROCESS OWNER: RM1

Ref: (a) SECNAVINST 7000.11C <http://neds.nebt.daps.mil/>  
(b) Joint Travel Regulation para. C1058, Exercise of  
Prudence in Travel <http://www.perdiem.osd.mil/>

1. **Purpose.** To set forth command policy concerning overtime and compensatory time in conjunction with travel.

2. **Policy.** Reference (a) limits use of U.S. civilian overtime and compensatory time to cases of necessity. Reference (b) provides basic travel guidance for civilian employees. Briefly, managers and employees should exercise prudence in making travel arrangements. Where possible, travel should be scheduled during the employee's regular hours of duty.

a. The Fair Labor Standards Act (FLSA) exempts all General Schedule (GS) employees who are stationed overseas. The following applies to all U.S. civilian employees of ENGFLDACT MED:

(1) Department Heads and Product Line Coordinators:

(a) Are delegated authority for approving overtime and compensatory time on the Overtime/Compensatory Time Request and Authorization, NAVCOMPT Form 2282, available in the NEAMIS timekeeping module or a local forms program. You must be able to demonstrate that the overtime or compensatory time work cannot be accomplished during normal working hours and this must be documented/justified on the NAVCOMPT 2282 in advance of the performance of work. The only exception is when the exigency of the situation prevents prior approval, in which instance written approval will be accomplished not later than the first normal workday after the work.

(b) U.S. civilian employees hired from the U.S. are allowed to accrue 360 hours of annual leave. In addition, they earn 5 days (40 hours) of Home Leave and 104 hours of Sick Leave per year. In order to be able to accommodate all employee requests, compensatory time is not authorized for U.S. civilian employees with a "use or lose" annual leave balance.

(c) Should limit overtime and compensatory time to cases of necessity as required by reference (a),

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(d) Must ensure that funds are budgeted and available prior to approving authorization of overtime for any of their employees, and,

(e) Have ultimate responsibility for determining "exercise of prudence relating to travel."

(2) Business (non-training): Extended work periods at either an employees' work site or a TDY site will be compensated by overtime or compensatory time. Business does not include time to attend functions such as society or association meetings or work on outside activities not directly related to employee's responsibilities at ENGFLDACT MED.

(3) Training: Extended work periods while in a training status will not be compensated. Training is ordinarily a vehicle for potential advancement for which additional compensation is not considered warranted.

(4) Travel in connection with either business or training: No compensation merely for travel time outside normal duty hours. Per diem is, however, authorized for travel as governed by reference (b).

(5) Alternative Work Schedule (AWS): Personnel who are on AWS will return to a normal 8-hour workday for the entire pay period while in a TDY status.

b. Local national employees will be governed by the policies established in host nation conditions of employment regulations.

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**12000 RELOCATION BONUSES FOR U. S. CIVILIAN PERSONNEL;  
ESTABLISHMENT OF**

LEAD PROCESS OWNER: RM1

Ref: (a) OPM 5 CFR Ch. 1 (1-1-97 Edition) Subpart B

**1. Purpose**

a. Reference (a) provides regulations to implement 5 U.S.C. 5753, authorizing payment of a relocation bonus of up to 25 percent of the annual rate of basic pay to an employee who must relocate to accept a position in a different commuting area, provided there is a determination that, in the absence of such a bonus, difficulty would be encountered in filling the position. A relocation bonus is calculated as a percentage of the employee's annual rate of basic pay and paid as a lump sum.

**2. Applicability**

a. The determination to pay a relocation bonus must be made before the employee actually enters on duty in the position to which he or she was relocated.

b. Before a relocation bonus may be paid, ENGFLDACT MED shall require that the employee sign a written service agreement to complete a specified period of employment.

c. Field offices and Product Lines may target groups of positions that have been difficult to fill in the past or that may be difficult to fill in the future. However, any determination to pay a bonus will be made on a case-by-case basis for each employee and recommended by the Position Management Board (PMB) to the Commanding Officer for final approval.

**3. Responsibilities**

a. The Administrative Officer is responsible for establishing the ENGFLDACT MED Relocation Bonus Plan **when approval has been granted by the Commanding Officer to authorize a relocation bonus**. The relocation bonus plan shall include the following elements:

(1) The designation of officials with the authority to review and approve payment of relocation bonuses;

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(2) Criteria that must be met or considered in authorizing bonuses, including criteria for determining the size of a bonus;

(3) Procedures for paying bonuses;

(4) Requirements for service agreements; and

(5) Documentation and record keeping requirements sufficient to allow reconstruction of the action.

b. Requests to pay a relocation bonus shall be submitted to the PMB in writing. The PMB will review each request and make recommendations to the Commanding Officer, who is the final approval authority. In determining whether a relocation bonus should be paid and determining the amount of any such payment, the PMB shall consider the following factors, as applicable in the case at hand:

(1) The success of recent efforts to recruit candidates for similar positions, including indicators such as offer acceptance rates, the proportion of positions filled, and the length of time required to fill similar positions;

(2) Recent turnover in similar positions;

(3) Labor market factors that may affect the ability of the department or field office to recruit candidates for similar positions now or in the future;

(4) Special qualifications needed for the position; and

(5) Possibility of contracting out this position.



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**12301 CIVILIAN RECRUITMENTS**

LEAD PROCESS OWNER: RM1

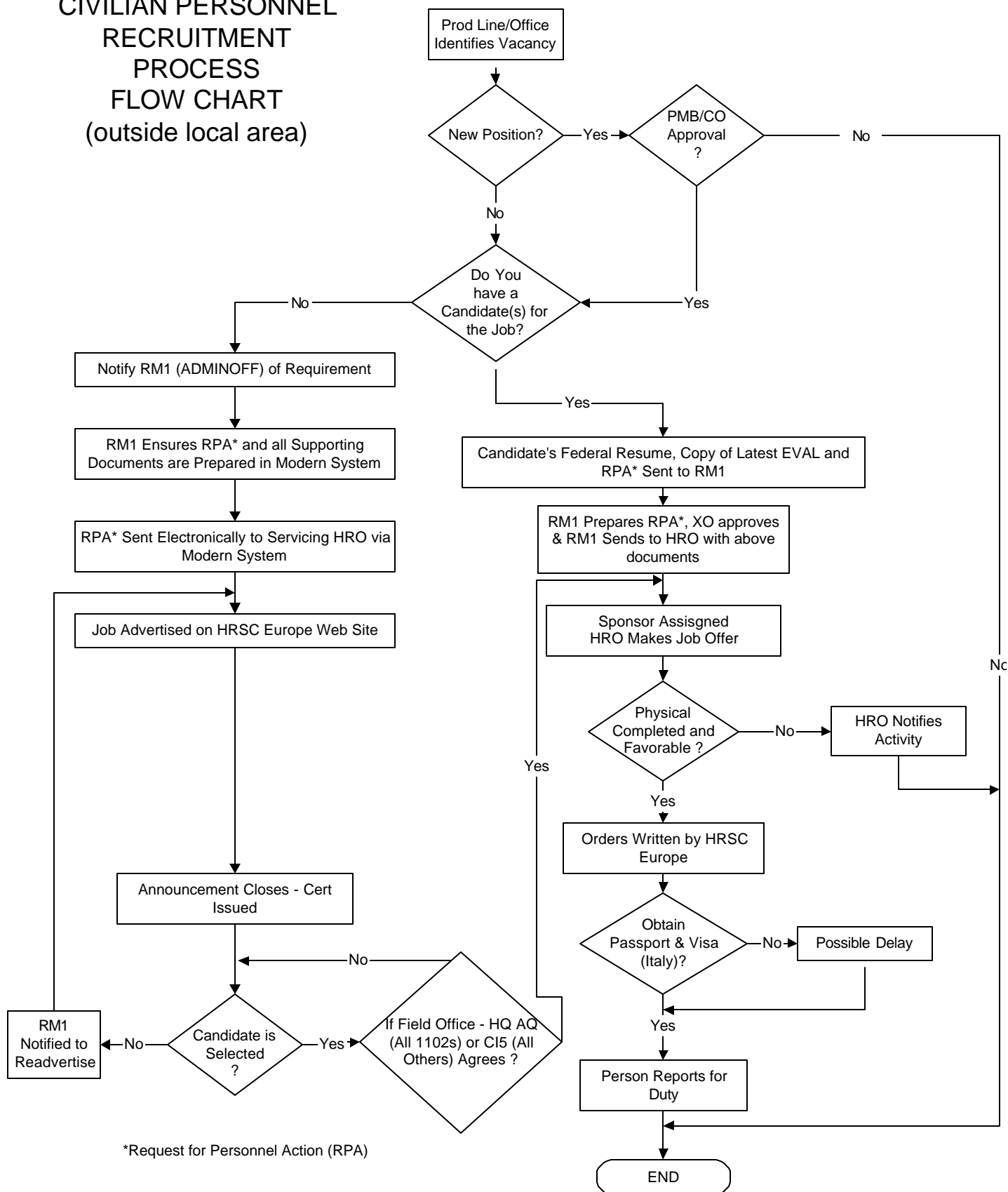
Encl: (1) Civilian Personnel Recruitment Process Flow Chart -  
(Outside Local Area)  
(2) Civilian Personnel Recruitment Process Flow Chart -  
(Local Area)

1. **Purpose.** To publish the process to follow when recruiting civilian personnel.

2. **Action:** Enclosure (1) is the process for hiring civilian personnel from outside the local area. Enclosure (2) identifies the process for hiring employees locally. All Requests (Headquarters and field offices) for Personnel Actions (RPA) for all civilian personnel will be processed by RM1 and approved by the Executive Officer.

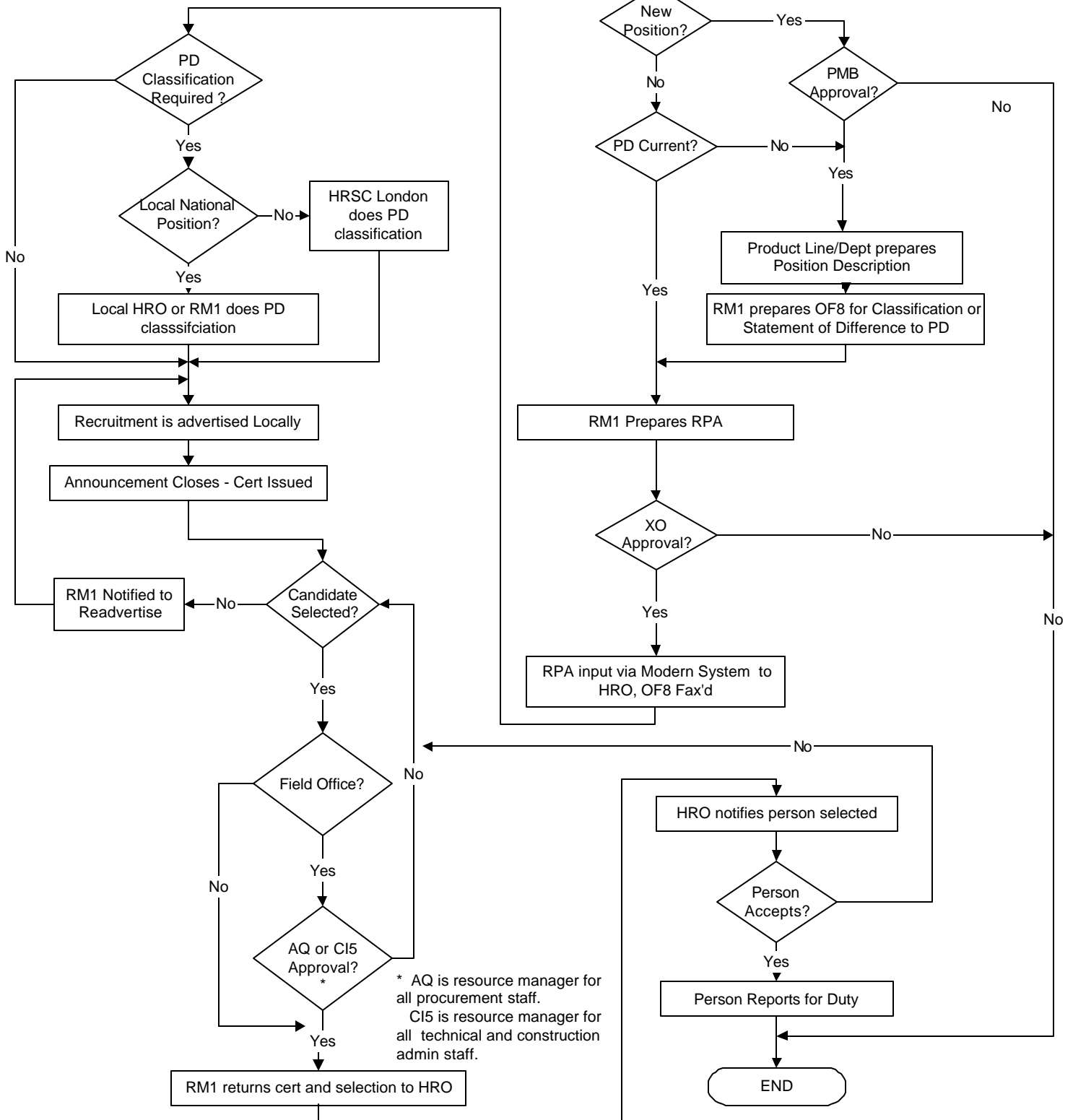
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# CIVILIAN PERSONNEL RECRUITMENT PROCESS FLOW CHART (outside local area)



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# CIVILIAN PERSONNEL RECRUITMENT PROCESS FLOW CHART (local area)



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**12312 POSITION MANAGEMENT BOARD**

Lead Process Owner: Code CBO

Ref: (a) SECNAVINST 12510.9 <http://neds.nebt.daps.mil/>

Encl: (1) Position Management Change Memorandum

1. **Purpose.** To establish the Position Management Board (PMB) per reference (a).

2. **Policy.** Smaller operating budgets emphasize the continuing need to conduct business in the most economical and effective manner. As such, it is important to ensure that any changes to the current position management structure which result in an increase in labor hours and corresponding labor dollars be mission essential, comply with reference (a), and consider the priorities of the command. Department Heads/Product Line Coordinators/Special Assistants have the responsibility to ensure that all civilian personnel actions promote the efficiency and effectiveness of the activity.

3. **Scope.** This guidance applies to all civilian personnel actions at the Engineering Field Activity, Mediterranean and its field offices.

4. **Organization**

a. The PMB will evaluate all proposed organizational changes and provide input to the Executive Officer. The Commanding Officer is final approval authority on all PMB issues. Although the scope of the PMB is limited to appropriated fund civilian (U.S./Italian) positions (permanent or temporary, full-time/part-time), the PMB may recommend alternative staffing methods such as realignment of military billets or the use of contract support.

b. Normally, the PMB will conduct a quarterly long-range review of ENGFLDACT MED workload and organizational structure and establish plans to adjust the organization to meet future needs.

c. When the Position Management plan requires transfers or reductions of resources allocated to certain products and services, the PMB will require that each vacancy be reassessed by the board before a replacement is recruited. d. The PMB will review and forward to the Commanding Officer for approval

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all Navy Distinguished/Superior/ Meritorious Civilian Service Awards, Quality Step Increases (QSI), and cash awards exceeding one thousand dollars per individual.

5. The PMB shall meet monthly at the call of the Chairperson, on the third Thursday of the month.

a. The members and their roles are:

(1) Component Business Officer/Deputy Operations Officer, Chairperson

(2) Client Liaison Officer, Member

(3) Resource Management Officer, Member

(4) Chief of Contracts, Member

(5) Design Product Line Coordinator, Member

(6) National/Political Advisor, Member

(7) Construction Product Line Coordinator/ROICC Operations, Member

(8) Real Estate Product Line Coordinator, Member

(9) Environmental Product Line Coordinator, Member

(10) Base Operations Support Product Line Coordinator, Member

(11) Executive Officer, Member

(12) Mixed Commission Officer, Advisor

(13) Counsel, Advisor

(14) Italy and Europe/North Africa Integrated Product Team Leaders, One Member and One Advisor (alternating)

b. Procedures are:

(1) At least six members must be present to conduct business;

(2) Substitutes for members are not authorized

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(3) Non-members may be invited to attend meetings to advocate proposals and answer questions, but they will not be present for deliberations and decision-making.

## 6. Action

a. Department Heads/Product Line Coordinators/Special Assistants/ROICCs will:

(1) Propose changes to the organizational position structure only when the changes are anticipated to promote the efficiency and effectiveness of the activity;

(2) Use every civilian personnel vacancy as an opportunity to improve the efficiency and effectiveness of the activity's position structure;

(3) Use enclosure (1) as the framework for recommendations to the PMB; and

(4) Submit with enclosure (1), appropriate documentation to permit adequate evaluation by the board. This may include position descriptions, organization charts, workload and budget data or other information requested by the board.

(5) ROICCs will submit all PMB requests via AQ (1102 series) and CI5 (all other series).

b. Resource Management Officer will:

(1) Prepare SF-52 Request for Personnel Action, for approved actions,

(2) Coordinate processing of the action with the Human Resources Office,

(3) Obtain position management training for military/civilian supervisors.

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Date

From:

\_\_\_\_\_  
Department Head/Product Line Coordinator/  
Special Assistants/ROICC

To: Position Management Board Chairperson

Subj: PROPOSED CHANGE(S) TO POSITION MANAGEMENT STRUCTURE

1. Discussion of proposed change; (For new positions and proposed upgrades, indicate where the new or higher level duties originated, e.g. from other existing positions (identify), a new mission from higher headquarters; or a locally identified need.)

2. Anticipated benefits, or the necessity for the change: (e.g.; explain why these duties could not be assigned to someone who is currently at the higher grade or to a military person to preclude the need for the proposed upgrade.)

3. Anticipated negative impact if the change is not approved:

4. Indicate salary cost increase and any offset in savings occurring as result of this change:

5. If there is an anticipated increase in salary cost/workhours with no resulting savings, indicate a proposed source of funding/workhours to cover the increased cost:

6. Can the function be contracted out?

7. Is all work performed essential to the command mission?

Enclosure (1)

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8. Does the structure reflect a reasonable balance between economy and effectiveness?

9. Does the position promote organizational communication, decision-making, and responsiveness?

10. Is the position sound from a motivational viewpoint, i.e., job interest, job satisfaction in achievement, growth, and job enrichment, promotion potential?

Note: Provide appropriate documentation to define and explain the proposed change.

Enclosure (1)



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**12430 POLICY AND ADMINISTRATION OF PERFORMANCE  
APPRAISAL REVIEW SYSTEM (PAR)**  
LEAD PROCESS OWNER: RM

Ref: (a) LANTNAVFACENGCOMINST 12430.3A

<http://lantops.efdlant.navfac.navy.mil/>

1. **Purpose.** To provide policy and delegation of authority for completing performance evaluations and performance related awards for U.S. Civil Service associates at Engineering Field Activity, Mediterranean and field offices.

2. **Scope.** The provisions of this instruction are applicable to ENGFLDACT MED headquarters and field offices.

3. **Policy.** ENGFLDACT MED will implement the Atlantic Division Performance Awards Program as described in reference (a) with the following local modifications.

a. Mid-year progress reviews will be performed not later than 15 October. In addition, the establishment of the Appraisal Plan and final appraisal require wet-signature approval by the reviewer.

b. The rating cycle for ENGFLDACT MED (including field offices) will be 1 April through 31 March.

c. The annual schedule of rating events for ENGFLDACT MED are as follows:

(1) Thirty days prior to the beginning of rating period: Supervisor establishes optional assignments for the year if utilized.

(2) By 28 February: Employee completes personal accomplishments for the past year.

(3) By 31 March: Establish Appraisal Plan for new year.

(4) By 5 April: Supervisors complete appraisals and gain concurrence of reviewer and employee signs the appraisal. Not later than 15 April, all PARs are forwarded to the Administrative Officer (RM1) for processing.

(5) By 15 October: Supervisor/Employee complete and sign mid-year reviews.

d. Since the Pass/Fail version of the Appraisal Plan form has been adopted, supervisors are encouraged to provide meaningful comments on the Rating of Record for the benefit of the associate. Likewise, associates are encouraged to use the Personal Accomplishments form to document their significant contributions and personal growth.

e. The command incentive awards and performance awards programs will be used to recognize associates promptly for exceptional accomplishments and to encourage team participation. Therefore, individual cash awards will not be associated with end-of-year performance awards. Incentive awards, including Special Act Awards and Sustained Superior Performance Awards may be given at the end of the rating cycle, but not in association with the performance rating. Under current regulations, Quality Step Increases (QSI) may be given only in association with a performance rating. Supervisors may still recommend a QSI at the end of the rating cycle if it is an appropriate recognition. All QSI requests must be favorably endorsed by the PMB and approved by the Commanding Officer.

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**12451 CIVILIAN AWARDS**

LEAD PROCESS OWNER: RM

Ref: (a) LANTDIV NAVFACENGCOMINST 12450.3B

<http://lantops.efdlant.navfac.navy.mil/>Encl: (1) Employee of the Year Nomination Memorandum  
(2) Civilian Incentive Award Process Flow Chart

1. **Purpose.** To publish procedures for processing civilian personnel incentive awards and the process to be used to nominate, select, and recognize high performance and outstanding achievements by individuals and teams.

1. **Action.** The Command will recognize, on 30 December annually, an Administrative Employee of the Year (categories GS-6 and below and GS-7 and above), Field Employee of the Year (field offices are only eligible), and Employee of the Year (Headquarters personnel only). Enclosure (1) is the format for submitting nominees for these awards.

Enclosure (2) identifies the procedures to be followed when awarding civilian personnel incentive awards. As a reminder, the emphasis on civilian awards is now on team accomplishments vice individual accomplishments. This does not preclude you from recognizing individual achievement when in fact the individual was given a personal assignment or did something on their own to merit an award. All Quality Step Increases, Navy Distinguished/Superior/Meritorious Civilian Service Awards, and monetary awards greater than one thousand dollars per individual **must** be processed through the Position Management Board and forwarded to the Commanding Officer for approval. Department Heads/ROICCs are responsible for approving (approval authority can not be delegated), and funding from their budgets, all monetary awards for one thousand dollars or less, ensuring their individual award budgets are not exceeded. All awards must be forwarded to the servicing HRO office not later than 31 August yearly to ensure payment is made from current FY funds. Awards greater than one thousand dollars, though requiring PMB approval, still come out of individual budgets. Requests for additional award funding must be approved via the Chain of Command before exceeding allocated amounts.

3. **Forms Availability.** NAVEUR NSA NAPLES FORM 12450/1 is available on the Local Area Network at Headquarters and on a computer diskette at field offices.

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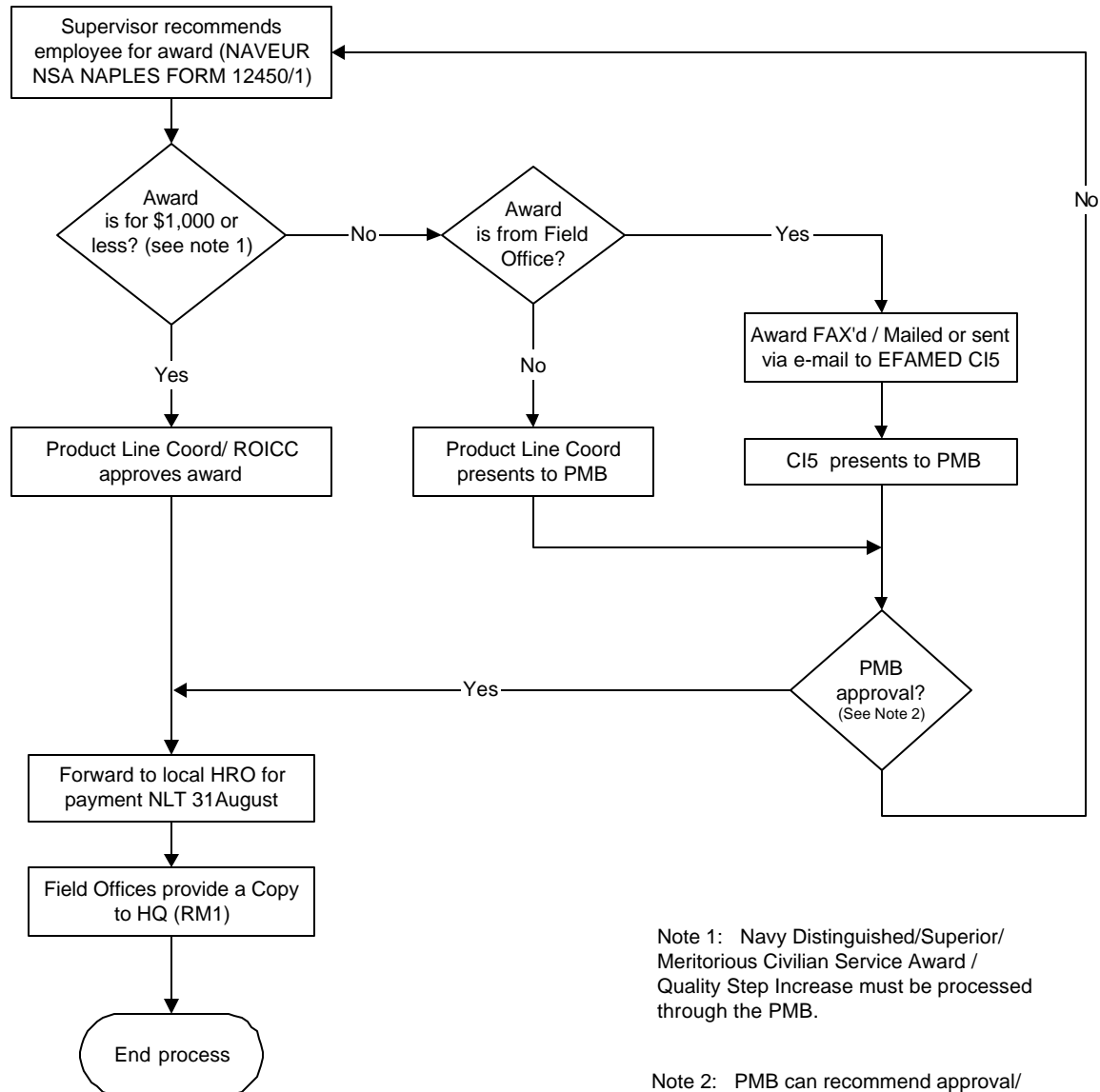
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**EMPLOYEE OF THE YEAR NOMINATION FORM** (Not to exceed 2 pages)

1. Category:
2. Personal Data
  - a. Name of nominee:
  - b. Name of nominator:
  - c. Job title & grade of nominee:
  - d. Organization and location:
  - e. Length of federal service:
  - f. Number of years with component:
  - g. Residence address:
3. Basis for Nomination (narrative outlining the following):
  - a. Job Performance:
  - b. Accomplishments beyond immediate assignment:
  - c. Educational self-improvement achievements:
  - d. Honors and Awards
  - e. Participation in Command, office, and employee activities:
  - f. Civic Activities:

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## Civilian Awards Process Flow Chart



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**12620 ALTERNATE WORK SCHEDULE (AWS)/CORE HOURS OF WORK  
FOR CIVILIAN PERSONNEL**

LEAD PROCESS OWNER: RM1

Ref: (a) OPM Handbook on Alternative Work Schedules  
(<http://www.opm.gov/oca/aws/index.htm>)

1. **Purpose.** This Article governs the procedure for AWS for U.S. civilian personnel and the requirement for all civilian personnel to be at work during Core Work Hours. Reference (a) authorizes establishment of AWS, Core Hours of Work, and describes the way in which holidays are treated for employees working an AWS schedule.

**2. Definitions**

a. Alternate Work Schedule (AWS) - U.S Personnel Only. AWS at this activity, is a compressed work schedule under which an employee works eight, 9-hour days, and one, 8-hour day and has the tenth day off during a biweekly (2-week) pay period (9 workdays for a total of 80 hours). This is referred to as 5-4/9 plan.

b. Core Work Hours. Those designated hours that must be part of all employees (U.S. and Local National) work schedules.

**3. Policy**

a. AWS. AWS is available to U.S. civilian employees with the approval of their supervisor and workload permitting. Personnel who are on an AWS schedule and attend training or are on Temporary Duty (TDY) for a period of three or more days require a work schedule change to a normal 8-hour, 10-day, work schedule for the entire pay period in which they are attending training or are on TDY. When a holiday occurs on an employee's regularly scheduled day off and that day is a Monday, the employee will have Tuesday at his/her day off. If the day off is a Friday, the employee's designated day off in lieu of the holiday will be Thursday.

b. Core Hours of Work. Core Work Hours for all employees of this activity are 0800 to 1500.

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**12933 POLICY FOR PROFESSIONAL REGISTRATION FOR ENGINEERS AND ARCHITECTS**

LEAD PROCESS OWNER: CI4

Encl: (1) Engineer and Architect Positions Report  
(2) Waiver Requirements and Procedure  
(3) Maintenance of Professional Register

**1. Purpose**

a. To establish policy and procedures for requiring professional registration as a selective placement factor for engineer and architect professional positions.

b. To provide professional registration/certification waiver procedures.

c. To provide procedures for formal recognition of individuals who have achieved professional registration.

**2. Background**

a. We strongly encourage professional registration as a means to develop and maintain a staff of the highest technical competence.

b. NAVFACENGCOM ltr of 28 Jun 96 provides policy for maintaining professional credentials in multidisciplinary environmental positions. NAVFAC P-68 authorizes Engineering Field Divisions (EFDs) and Engineering Field Activities (EFAs) Commanders/Commanding Officers the authority to grant waivers of registration for contract board actions.

c. Professional registration of U.S. engineers and architects is defined as meeting the legal requirement for private practice as required by the District of Columbia, one of the individual states, or one of the territories of the United States.

d. Professional registration of Local National engineers and architects is defined as meeting the legal requirement for private practice as required by the host country.

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e. All command Product Line Coordinators and field offices shall prepare a list of positions requiring professional registration, and not waive the requirement once the position has been identified.

f. Position Listings and Executive Summaries. The command will formally document and publish a Position Listing of all existing positions (encumbered and not encumbered) requiring professional registration accompanied by an Executive Summary. Position Listing and Executive Summary shall be by headquarters departments and field offices.

g. To enhance the professional image of the command, and to identify those personnel who have attained professional registration/certification, a register board will be installed in command headquarters. The board will include the names of on-board command military and civilian personnel who have achieved professional registration/ certification as engineers, interior designers, architects, landscape architects, and community planners.

### **3. Policy**

a. Professional registration will be required as a selective placement factor when filling vacancies for all command supervisory engineer and architect positions.

b. Professional registration will be required as a selective placement factor when filling vacancies for all command engineer and architect positions that require one or more of the following actions:

(1) Professional is accountable for engineering and architectural decisions.

(2) Represents the command to the public on engineering or architectural matters.

(3) Signs engineering or architectural drawings or criteria.

(4) Serves as an engineer or architect on A-E slate, selection, fee negotiation, and contract claim or change order boards.

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c. Professional registration will be included as a desirable but not mandatory placement factor for all engineer and architect positions not covered by paragraphs 3a. and 3b.

d. Only professionally registered engineers and architects may chair A-E slate, selection, fee negotiation, contract claim or change boards.

e. Non-registered engineers and architects may not serve as voting members on these boards unless they have been granted a waiver. Waiver requirements and procedures are contained in enclosure (2).

f. The names of registered/certified personnel shall be displayed as a means of recognizing and promoting professional achievement. Command recognition will be given when a person achieves professional registration.

g. The appropriate Product Line Coordinator, prior to the establishment of any engineer or architect position, will determine the necessity for a professional registration. The Human Resources Office will not process action on any of these positions until there is clear indication that this determination has been made.

#### **4. Action**

a. Personnel who are authorized to initiate recruitment actions will insure that the requirement for registration or credentials is included in position descriptions for all positions to which the policy in paragraph 3a and 3b is applicable.

b. An Engineer and Architect Position Report will be prepared as prescribed in enclosure (1).

c. Maintenance of the Professional Register and preparation of Letters of Commendation for newly registered/certified personnel shall be as prescribed in enclosure (3).

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**ENGINEER & ARCHITECT POSITIONS REPORT**

1. As changes occur, cognizant departments employing engineers and architects will submit to CI4 updated/annotated Position Listings and Executive Summaries of engineer and/or architect positions to reflect current status. Updated/annotated information shall reflect any changes (i.e.; registration requirements, additions or deletions of incumbents, position description number changes, position changes, professional registration status of incumbents, executive summary changes, etc.). The listing will contain the information required for Position Listing in paragraph 4. and the Executive Summary in paragraph 5. All transmittals involving field offices will be submitted via CI5.

2. All persons occupying positions in the following Civil Service Classification Series GS-0800 will be reported.

801	General Engineer	855	Electronics Engineer
803	Safety Engineer	858	Bio-Medical Engineer
804	Fire Prevention Engineer	861	Aerospace Engineer
806	Materials Engineer	871	Naval Architect
807	Landscaping Architect	880	Mining Engineer
808	Architect	881	Petroleum Engineer
819	Environmental Engineer	892	Ceramic Engineer
830	Mechanical Engineer	893	Chemical Engineer
810	Civil Engineer	890	Agricultural Engineer
840	Nuclear Engineer	894	Welding Engineer
850	Electrical Engineer	896	Industrial Engineer

The following GS-0800 series do not need to be reported:

802	Engineering Technician
809	Construction Representative
817	Surveying Aid (GS-01 through GS-03)
	Surveying Technician (GS-04 through GS-12)
818	Engineering Draftsman
828	Construction Analyst
856	Electronics Technician

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873 Ship Surveyor  
895 Industrial Engineering Technician  
899 Engineering Student Training  
PDC Trainees

4. Information required for Position Listing:

- a. Code
- b. Series
- c. Grade
- d. Position Title
- e. Position Established (date)
- f. Position Description Number
- g. Registration Requirement
- h. Incumbent's Name
- i. State of Registration
- j. Type of Registration (PE, RA, etc.- include EIT )
- k. License Number
- l. EIT, State and Year
- m. Date Waiver Expires (if no registration and holding a waiver)

5. Information required for Executive Summary:

- a. Product Line Coordinator/Code \_\_\_\_.
- b. Total number of engineers/architects positions in Division \_\_\_\_.
- c. Total number of these positions which require professional registration \_\_\_\_.
- d. Percentage of positions requiring professional registration  $(c/b) \times 100 = \_\_\%$ .
- e. Total number of incumbents having professional registration \_\_\_\_.
- f. Percentage of registered incumbents of total engineer/architect positions  $(f/b) \times 100 = \_\_\%$ .

Enclosure (1)

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**WAIVER REQUIREMENTS AND PROCEDURES  
(Military & Civilian)**

1. In special circumstances the registration requirements may be waived by reason of command mission accomplishment. The Executive Officer, Code 09, is delegated authority to grant waivers of registration to engineers and architects to serve on such boards, to include the selection of junior officers.

2. In general it is anticipated that waivers will be granted for a specific period of time (18 months maximum) and only for those individuals actively pursuing professional registration. Engineers requesting waivers shall have an EIT certificate. Architects should be in the process of completing their required internship.

3. Board chairpersons must be registered professionals.

4. All of the questions listed below shall be answered when applying for registration waivers. Command personnel shall submit requests to CI4. Field offices shall submit requests to the Commanding Officer, ENGFLDACT MED (CI4) for processing.

5. Waiver request questionnaire:

1. Reason for Waiver Request
2. Name
3. GS Series and Grade
4. Organization
5. Discipline/Title
6. Degree(s) and Year Degree(s) received
7. Date individual passed EIT
8. Date Individual first eligible to take PE/RA/RLA
9. Date individual intends to take PE/RA/RLA exam
10. Number of years individual has worked under the direct supervision of a registered engineer or architect
11. Date of successful completion (or equivalency exam) of the Design Contract Management Course or anticipated date of course participation
12. Current staff available for Board/Committee membership (e.g.; total number of engineers and/or architects who are presently registered and have completed the Design Contract Management Course or have taken the equivalency exam).

Enclosure (2)



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**MAINTENANCE OF PROFESSIONAL REGISTER**

1. Recognition of Registration and Certification. The names of registered/certified personnel shall be displayed as a means of recognizing and promoting professional achievement. Command recognition will be given when a person achieves professional registration/certification.

2. Action

a. For initiation and maintenance of the Professional Register:

(1) CI4 provides names and professional registration status of on-board personnel (military and civilian) for initial preparation of the register board.

(2) CI4 will ensure that the register board is kept current based on information received.

b. For preparation of letters of commendation for newly registered personnel:

(1) Headquarters and field offices employing engineers and/or architects will submit a memo to CI4 for newly registered personnel indicating the name, code, professional registration category (i.e.; engineer, architect, landscape architect or community planner), state of registration, and date of notification. CI4 will update the register board. All transmittals involving Field Offices will be submitted via CI5.

(2) CI4 will prepare a Command Letter of Commendation for each newly registered individual and forward it to Code 09 for further action.

(3) Code 09 will obtain the Commanding Officer's signature on the letter and schedule presentations in conjunction with normal awards ceremonies at Headquarters. Letters for remote field personnel will be forwarded for local presentation.

(4) CI4 will forward to Atlantic Division, Naval Facilities Engineering Command, for inclusion into "The Observer."

Enclosure (3)